Welcome to

Contractor Performance Assessment Reporting System

Focal Point & Agency POC Functions

Agenda

- ✓ Functions Overview
- ✓ User Access Matrix
  - Manage by Contract
  - Manage by User
  - Manage by User Role
  - Alternate Focal Points
- ✓ Automatic Contract Registration
- ✓ Edit an Evaluation

Agenda

- ✓ Delete Record
- ✓ Change Organization
- ✓ Focal Point Account Request & Approval Process
- ✓ Focal Point Transfer
- ✓ PPIRS Compliance Metrics
- ✓ Helpful Hints and Points of Contact

What is CPARS?

Contractor Performance Assessment Reporting System (CPARS)

Web-enabled application that collects and manages a library of automated contractor report cards

✓ Two Modules Within CPARS

- Contractor Performance Assessment Reporting System (CPARS) Module – Systems, Operations Support, Services, Information Technology, Architect-Engineer and Construction
- Federal Awardee Performance and Integrity Information System (FAPIIS) Module

Regulatory Requirements

- ✓**FAR 42.1502**
  - Past Performance Evaluations Prepared:
    - At Least Annually
    - At Time Work Under Contract or Order is Completed
  - Past Performance Information Shall Be Entered Into CPARS
- ✓**FAR 42.1503**
  - Evaluation Factors
    - Technical
    - Cost Control
    - Schedule
    - Management
    - Small Business Subcontracting
    - Other

RULES
REGULATIONS

Regulatory Requirements (cont.)

✓**FAR 42.1503**

- Evaluation Ratings Definitions
- Evaluations Automatically Transmitted to Past Performance Information Retrieval System (PPIRS)
- Agencies Shall Use PPIRS Information in Source Selections
  - Within 3 Years of Contract/Order Completion
  - 6 Years for Architect-Engineer and Construction
- Past Performance Information Shall be Entered Into CPARS

✓**FAR 15.304**

- Past Performance Shall be Evaluated in All Source Selections for Negotiated Competitive Acquisitions Expected to Exceed Simplified Acquisition Threshold

Need for Improvement

- ✓OFPP, Government Accountability Office (GAO), and Department of Defense (DoDIG) Inspector General Reviews/Audits
  - Eligible Contracts Not Being Registered in CPARS
  - Performance Reports Not Being Entered in CPARS in a Timely Manner
  - Narratives of Insufficient Detail to Show that Ratings are Credible and Justified

Need to improve quantity and quality of information available in PPIRS so that source selection officials have greater confidence in reliability and relevance of

This class will help you avoid these pitfalls.

Agency Point of Contact

- ✓Must be a Government Employee
- ✓Assigning Focal Points
- ✓Transferring Focal Points
- ✓Assistance to Focal Points (e.g., training, monitoring, policy)
- ✓Evaluating Quality and Compliance Metrics of Subordinate Organizations
- ✓Providing Metrics for Management, as Necessary
- ✓Reviewing and Providing Issues to the Focal Point and/or CPARS Program Office
- ✓Take All CPARS Training

Focal Point/Alternate Focal Point

- Must be a Government Employee
- Assign User Access
- Account Management and Maintenance (e.g. Access Changes)
- Register Contracts (Within 30 Days of Award)
- Control and Monitoring of CPARS, Including the Status of Overdue Evaluations
- Take All CPARS Training and Ensure All Users are Properly Trained

Additional Roles

Assessing Official Rep (AOR): Assists Assessing Official in Preparing Evaluation

Contractor Rep (CR): Provides Comments

Assessing Official (AO): Sends Evaluation to Contractor Rep; Reviews Contractor Comments

Reviewing Official (RO): Resolves Disputes

Federal Dollar Thresholds

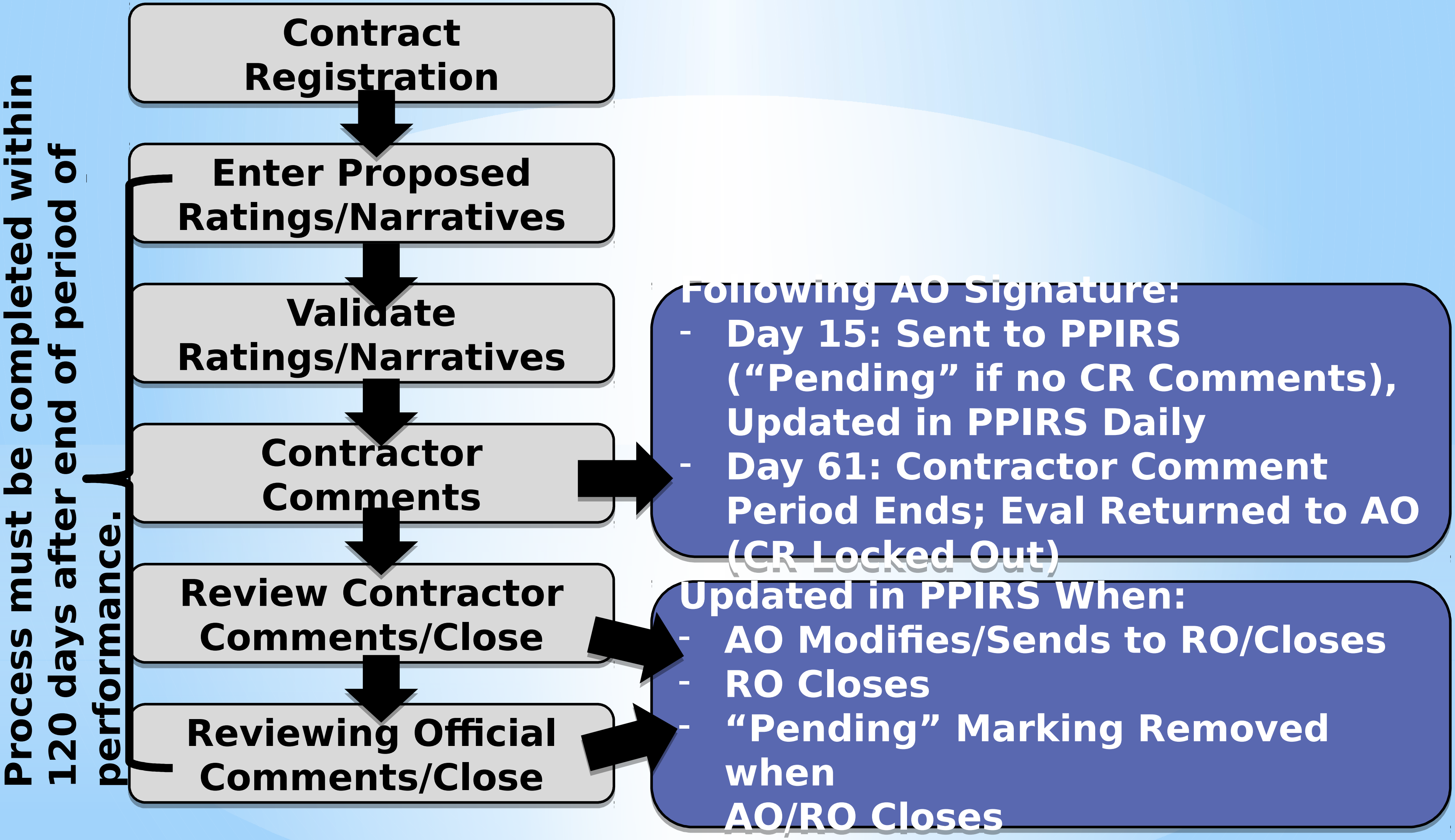
Business Sector	Dollar Threshold
Systems & Non-Systems	> Simplified Acquisition Threshold (SAT)
Architect-Engineer	≥ $35,000 All Terminations for Default
Construction	≥ $700,000 All Terminations for Default

Note: It is important that the correct Product or Service Code (PSC) is used when transmitting procurement data to the Federal Procurement Data System (FPDS) so the proper dollar threshold is reported to CPARS.

Department of Defense (DoD) Dollar Thresholds

Business Sector	Dollar Threshold
Systems	> $5,000,000
Non-Systems	
- Operations Support	> $5,000,000
- Services	> $1,000,000
- Information Technology	> $1,000,000
- Ship Repair & Overhaul	> $500,000
Architect-Engineer	≥ $35,000 All Terminations for Default
Construction	≥ $700,000 All Terminations for Default

CPARS Workflow



Process must be completed within 120 days after end of period of performance.

Contract Registration

Enter Proposed Ratings/Narratives

Validate Ratings/Narratives

Contractor Comments

Review Contractor Comments/Close

Reviewing Official Comments/Close

Following AO Signature:
- Day 15: Sent to PPIRS ("Pending" if no CR Comments), Updated in PPIRS Daily
- Day 61: Contractor Comment Period Ends; Eval Returned to AO (CR Locked Out)

Updated in PPIRS When:
- AO Modifies/Sends to RO/Closes
- RO Closes
- "Pending" Marking Removed when AO/RO Closes

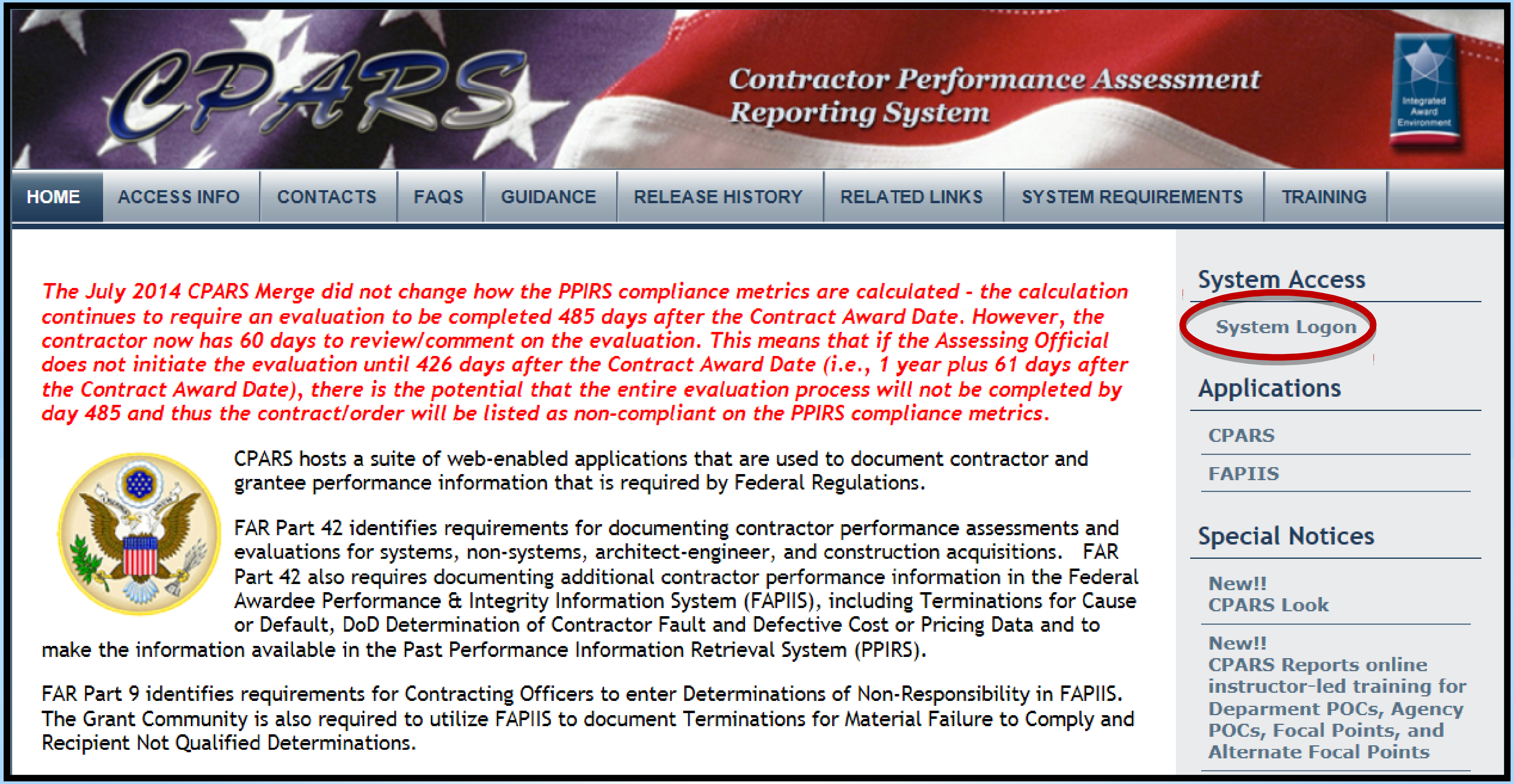
Reporting Frequency

All CPARs Are Due Within 120 Calendar Days After the End of the Evaluation Period

Logging In

- ✓DoD Users or Federal PIV
  - User ID Required
  - PKI Certificate Required (CAC or PIV Card)
- ✓Non-DoD or Federal (No PIV)
  - User ID Required
  - Password Required
- ✓Contractor Users
  - User ID Required
  - PKI Certificate Encouraged
    - Purchase from External Certificate Authority
  - Password Required if No PKI Certificate

Logging In


CPARS
Contractor Performance Assessment Reporting System
Integrated Award Environment
HOME
ACCESS INFO
CONTACTS
FAQS
GUIDANCE
RELEASE HISTORY
RELATED LINKS
SYSTEM REQUIREMENTS
TRAINING
System Access
System Logon
Applications
CPARS
FAPIIS
Special Notices
New!! CPARS Look
New!! CPARS Reports online instructor-led training for Deparment POCs, Agency POCs, Focal Points, and Alternate Focal Points

The July 2014 CPARS Merge did not change how the PPIRS compliance metrics are calculated - the calculation continues to require an evaluation to be completed 485 days after the Contract Award Date. However, the contractor now has 60 days to review/comment on the evaluation. This means that if the Assessing Official does not initiate the evaluation until 426 days after the Contract Award Date (i.e., 1 year plus 61 days after the Contract Award Date), there is the potential that the entire evaluation process will not be completed by day 485 and thus the contract/order will be listed as non-compliant on the PPIRS compliance metrics.

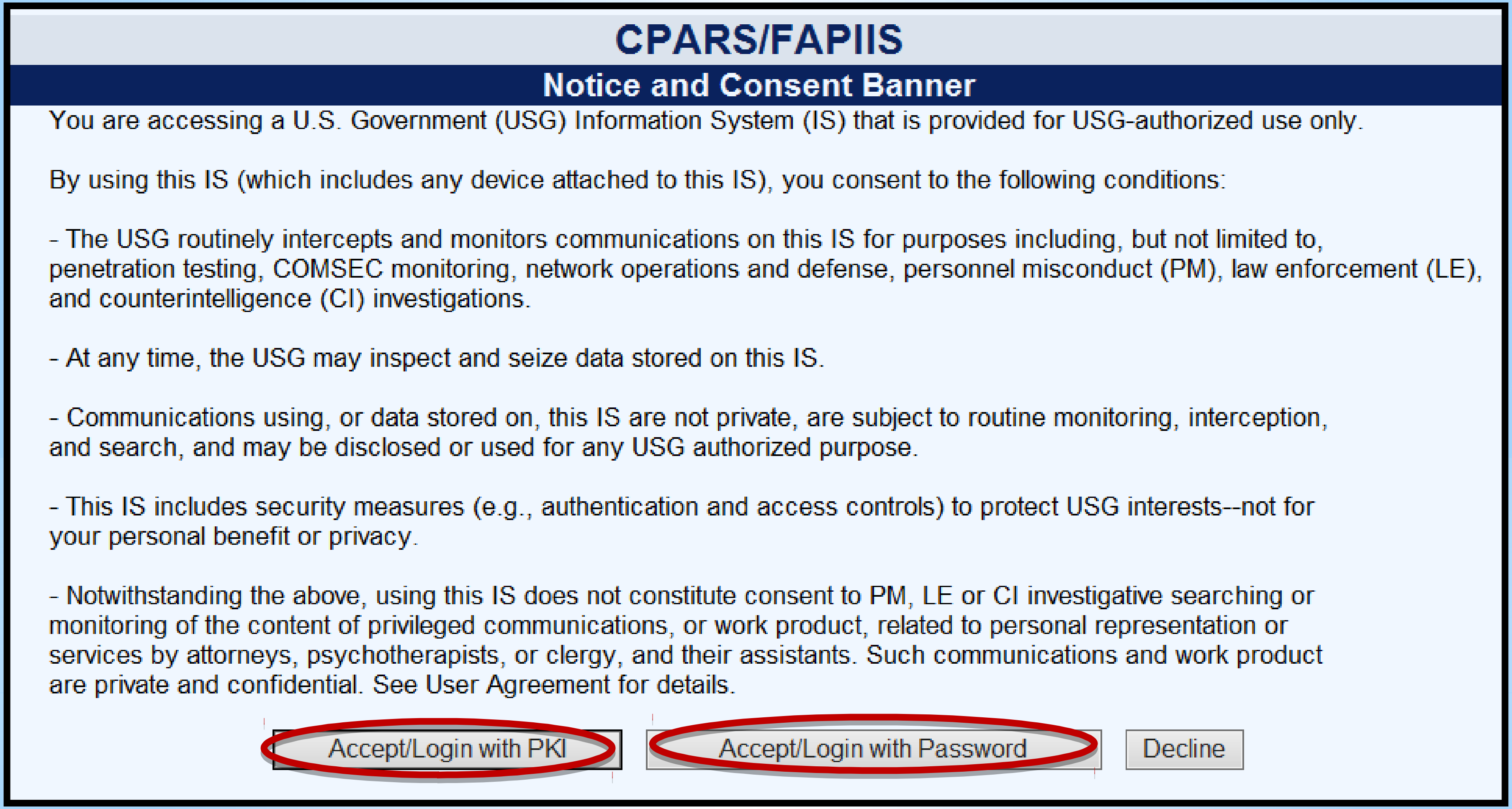
CPARS hosts a suite of web-enabled applications that are used to document contractor and grantee performance information that is required by Federal Regulations.

FAR Part 42 identifies requirements for documenting contractor performance assessments and evaluations for systems, non-systems, architect-engineer, and construction acquisitions. FAR Part 42 also requires documenting additional contractor performance information in the Federal Awardee Performance & Integrity Information System (FAPIIS), including Terminations for Cause or Default, DoD Determination of Contractor Fault and Defective Cost or Pricing Data and to make the information available in the Past Performance Information Retrieval System (PPIRS).

FAR Part 9 identifies requirements for Contracting Officers to enter Determinations of Non-Responsibility in FAPIIS. The Grant Community is also required to utilize FAPIIS to document Terminations for Material Failure to Comply and Recipient Not Qualified Determinations.

1. Visit https://www.cpars.gov
2. Select System Logon

Logging In



CPARS/FAPIIS

Notice and Consent Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- At any time, the USG may inspect and seize data stored on this IS.

- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

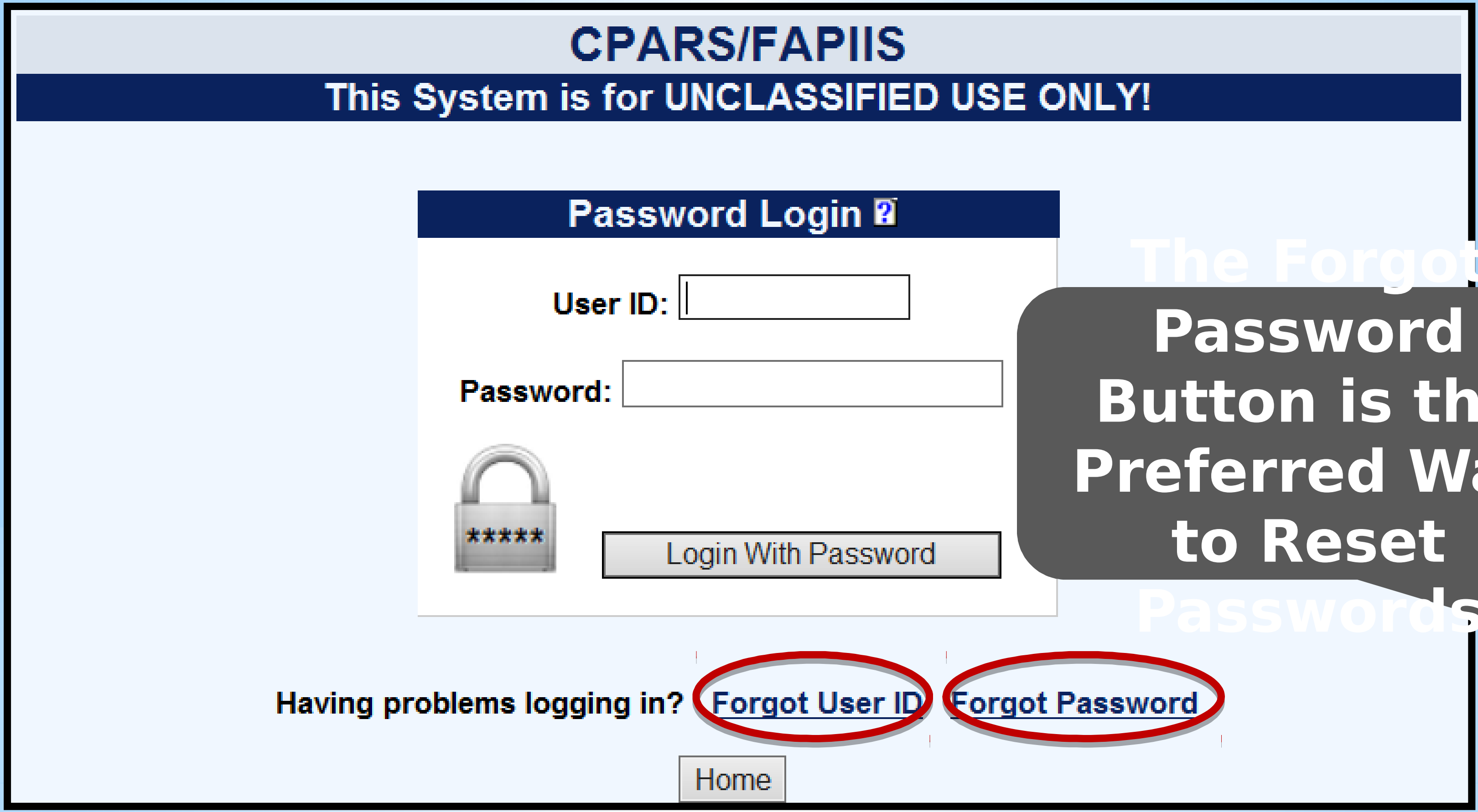
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Click Accept/Login with PKI or Accept/Login with Password

Contractor Performance Assessment Reporting System

Logging In



CPARS/FAPIIS

This System is for UNCLASSIFIED USE ONLY!

Password Login

User ID:

Password:

Login With Password

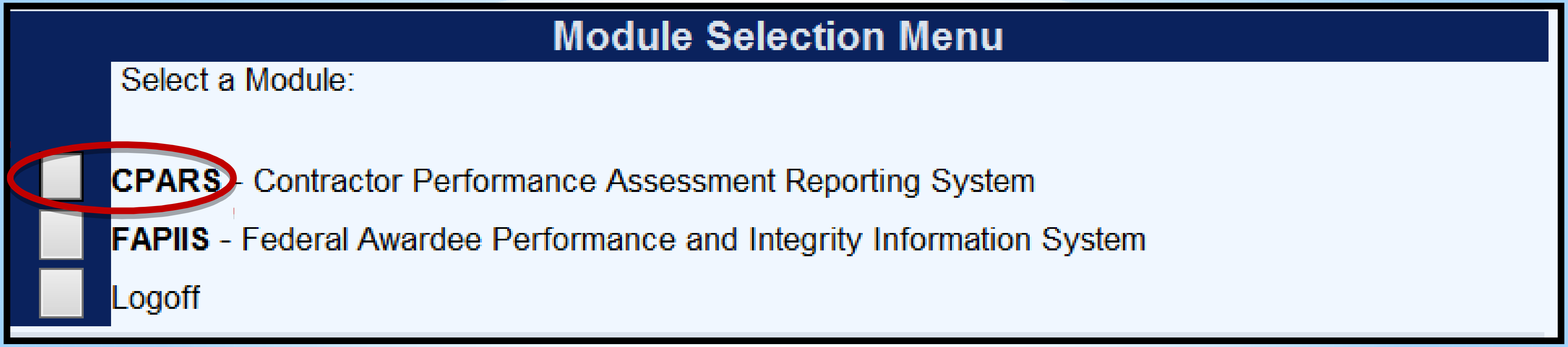
Having problems logging in? Forgot User ID Forgot Password

Home

The Forgot Password Button is the Preferred Way to Reset Passwords

First time logging in? Use the Forgot Password button to receive an email with a temporary password.
Forgot your User ID? Use the Forgot User ID button to receive an email with your User ID.

Accessing CPARS



Module Selection Menu

Select a Module:

☐ **CPARS** - Contractor Performance Assessment Reporting System

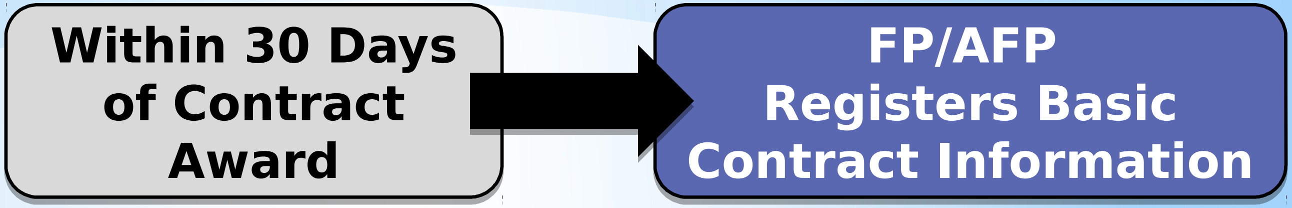
☐ **FAPIIS** - Federal Awardee Performance and Integrity Information System

☐ Logoff

1. After Logging in with User ID, Select CPARS Module

CPARS Workflow

1



Within 30 Days of Contract Award

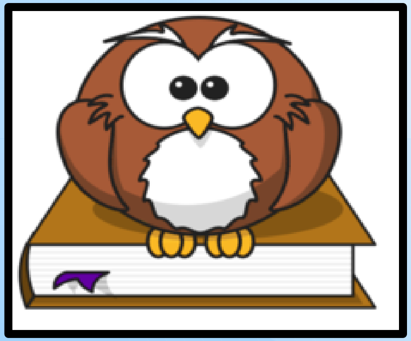
FP/AFP Registers Basic Contract Information

Which contracts do I assign access to?

Important Note:
Assign users prior to registering the contract/order.
This is ESSENTIAL to ensure evaluations appear on the correct user’s To-Do List.

Which contracts do I assign access to?

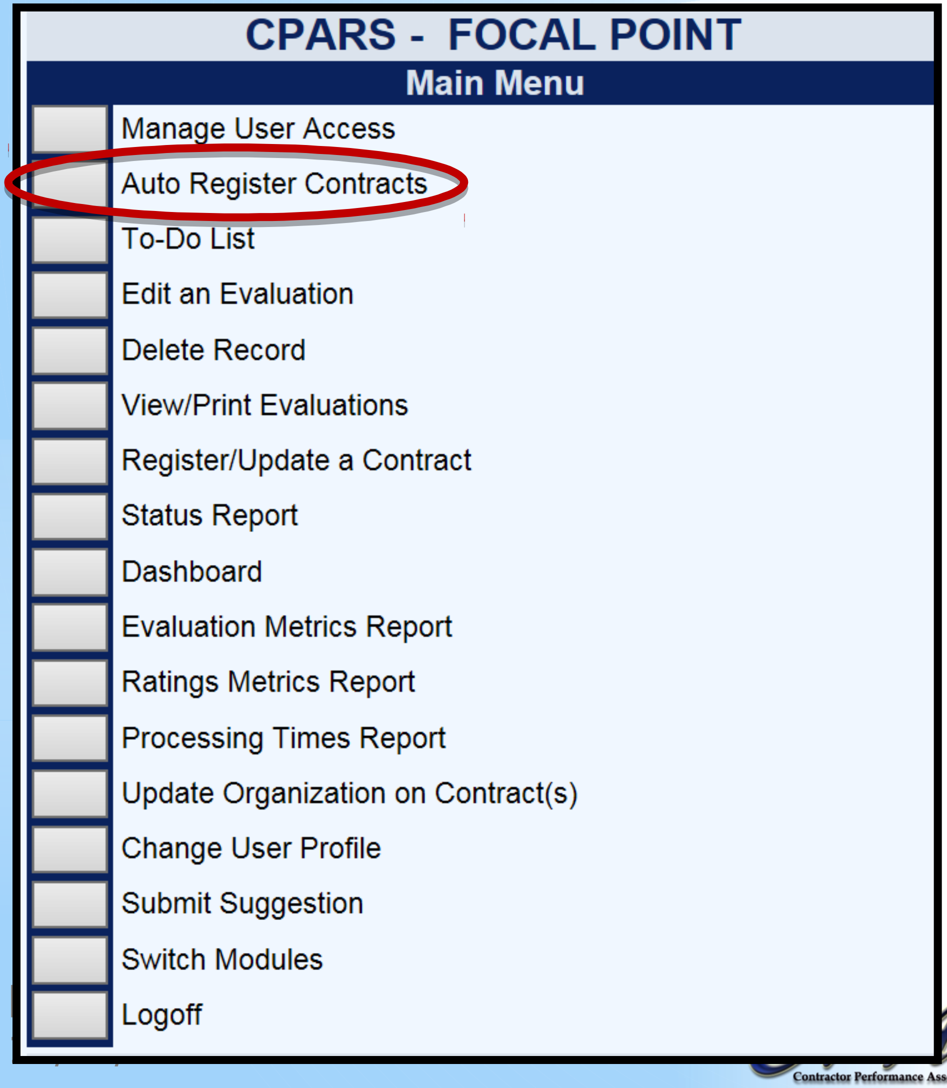
- ✓ Q: How do I know to which contract/order numbers I need to assign user access?
- ✓ A: In this case, it is suggested that you run an Auto Register Report and save a spreadsheet of the contracts that you are planning to register.



Word to the Wise

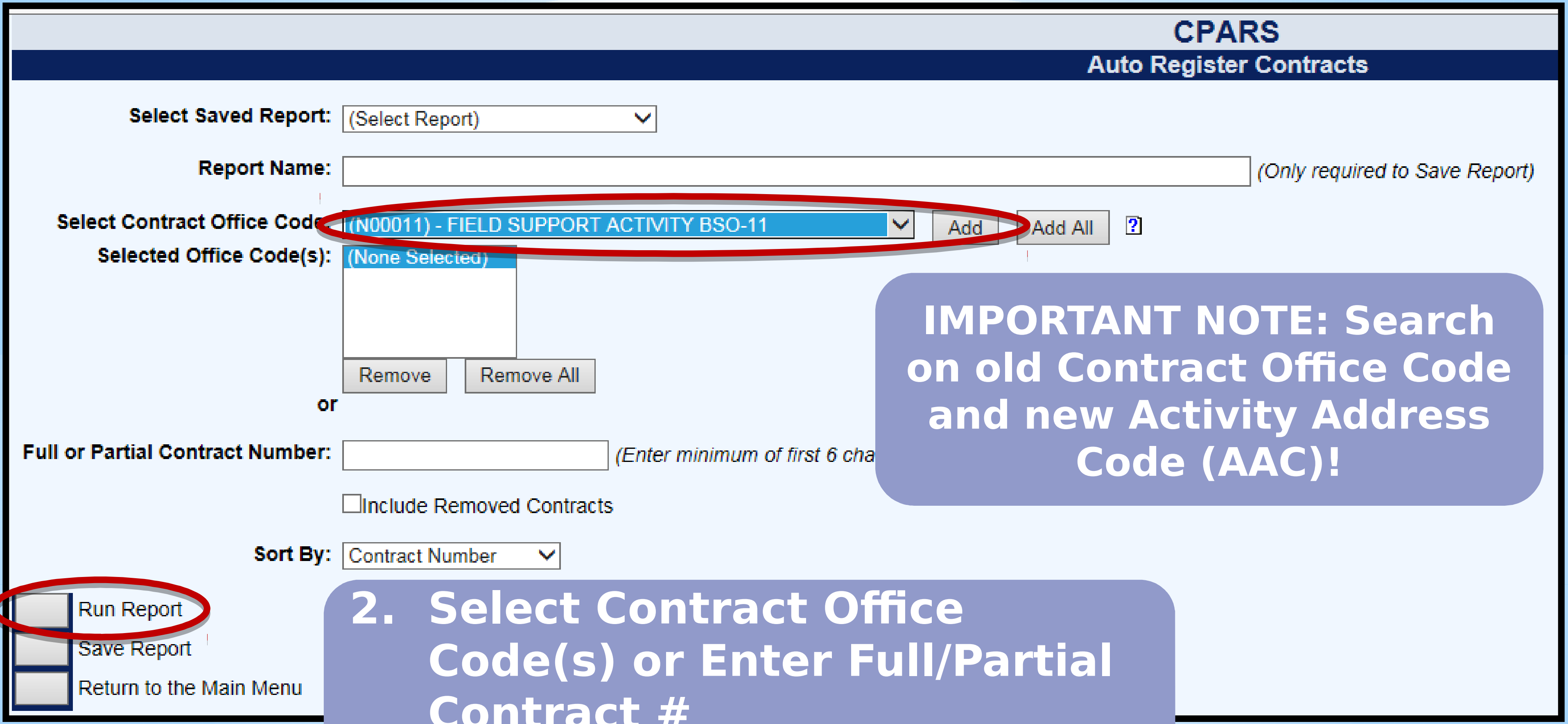
If you do not assign users first, the evaluation will appear on the AO's To-Do List following contract/order registration.

Which contracts do I assign access to? Using Auto Register to Determine List of Contracts/Orders


CPARS - FOCAL POINT
Main Menu
Manage User Access
Auto Register Contracts
To-Do List
Edit an Evaluation
Delete Record
View/Print Evaluations
Register/Update a Contract
Status Report
Dashboard
Evaluation Metrics Report
Ratings Metrics Report
Processing Times Report
Update Organization on Contract(s)
Change User Profile
Submit Suggestion
Switch Modules
Logoff

1. **Select Auto Register Contracts**

Which contracts do I assign access to? Using Auto Register to Determine List of Contracts/Orders



CPARS
Auto Register Contracts

Select Saved Report: (Select Report)

Report Name: (Only required to Save Report)

Select Contract Office Code: (N00011) - FIELD SUPPORT ACTIVITY BSO-11

Selected Office Code(s): (None Selected)

or

Full or Partial Contract Number: (Enter minimum of first 6 cha

☐ Include Removed Contracts

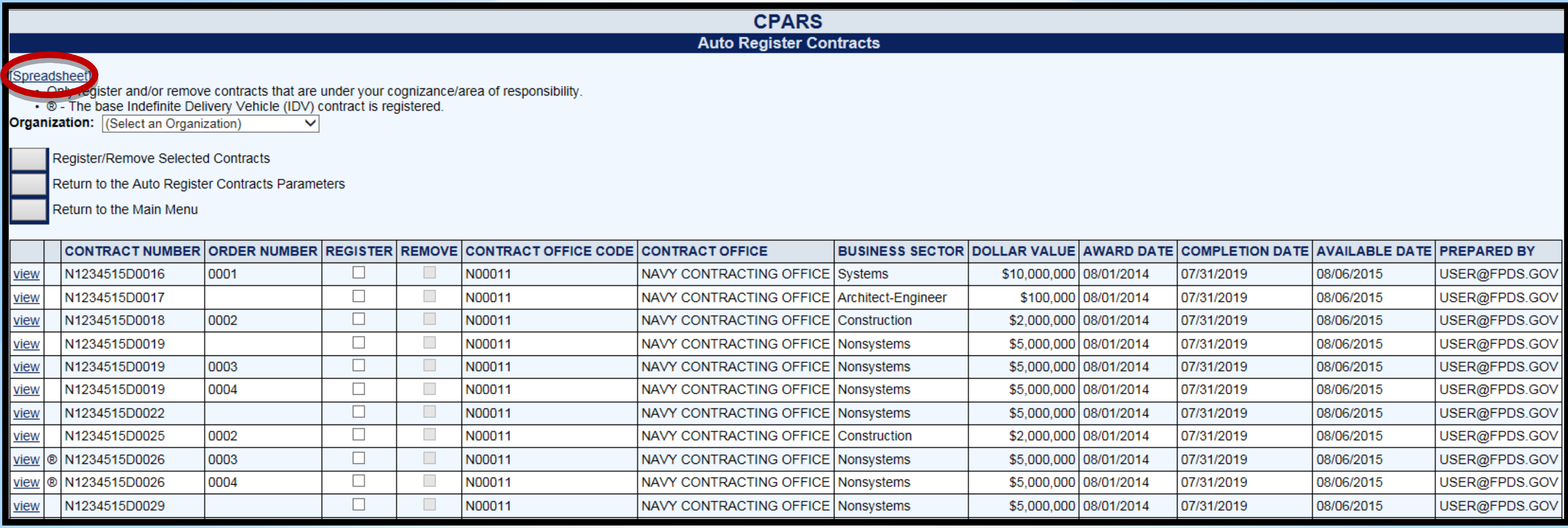
Sort By: Contract Number

Add
Add All
?
Remove
Remove All
Run Report
Save Report
Return to the Main Menu

IMPORTANT NOTE: Search on old Contract Office Code and new Activity Address Code (AAC)!

2. **Select Contract Office Code(s) or Enter Full/Partial Contract #**
3. **Run Report**

Which contracts do I assign access to? Using Auto Register to Determine List of Contracts/Orders



CPARS

Auto Register Contracts

[Spreadsheet]

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

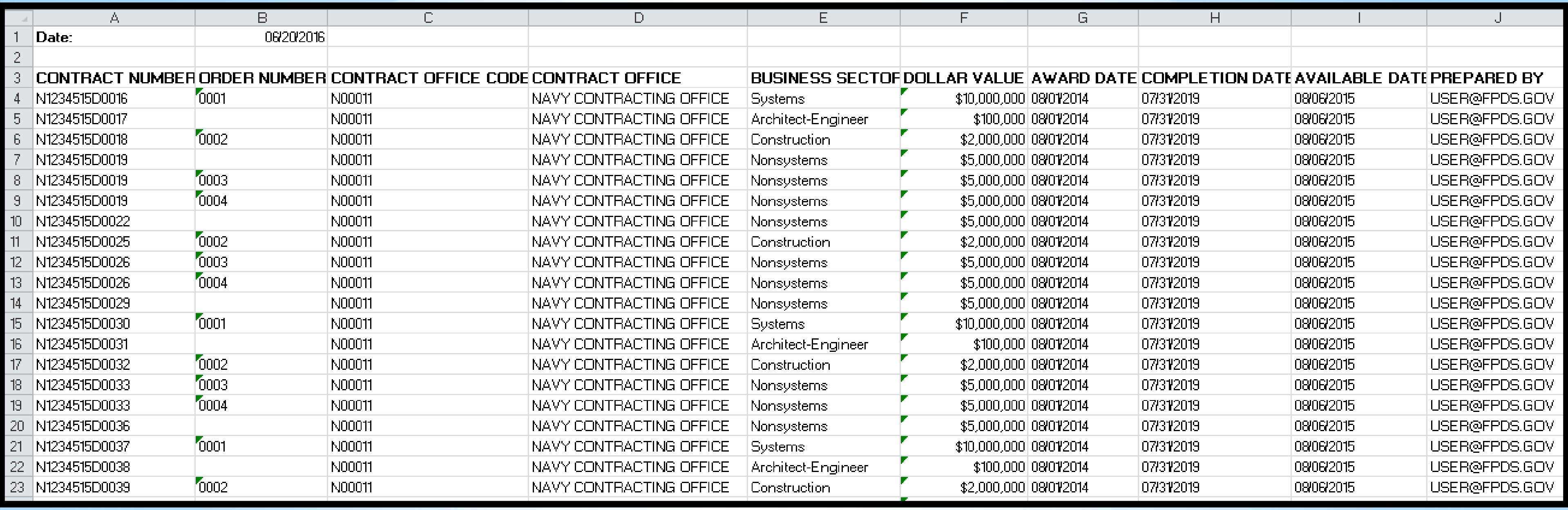
Organization: (Select an Organization)

Register/Remove Selected Contracts
Return to the Auto Register Contracts Parameters
Return to the Main Menu

		CONTRACT NUMBER	ORDER NUMBER	REGISTER	REMOVE	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY
view		N1234515D0016	0001	☐	☐	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0017		☐	☐	N00011	NAVY CONTRACTING OFFICE	Architect-Engineer	$100,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0018	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0019		☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0019	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0019	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0022		☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0025	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0026	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0026	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0029		☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV

4. Click on Spreadsheet

Which contracts do I assign access to? Using Auto Register to Determine List of Contracts/Orders



	A	B	C	D	E	F	G	H	I	J
1	**Date:**	06/20/2016								
2										
3	CONTRACT NUMBER	ORDER NUMBER	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY
4	N1234515D0016	0001	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
5	N1234515D0017		N00011	NAVY CONTRACTING OFFICE	Architect-Engineer	$100,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
6	N1234515D0018	0002	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
7	N1234515D0019		N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
8	N1234515D0019	0003	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
9	N1234515D0019	0004	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
10	N1234515D0022		N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
11	N1234515D0025	0002	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
12	N1234515D0026	0003	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
13	N1234515D0026	0004	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
14	N1234515D0029		N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
15	N1234515D0030	0001	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
16	N1234515D0031		N00011	NAVY CONTRACTING OFFICE	Architect-Engineer	$100,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
17	N1234515D0032	0002	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
18	N1234515D0033	0003	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
19	N1234515D0033	0004	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
20	N1234515D0036		N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
21	N1234515D0037	0001	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
22	N1234515D0038		N00011	NAVY CONTRACTING OFFICE	Architect-Engineer	$100,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
23	N1234515D0039	0002	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV

5. **Download or Save Spreadsheet**

Manage User Access

Helpful Hint: Ask Contracting Office or Requiring Office to Provide User Access Matrix

✓Determine Process Participants
- Names
- Email Addresses

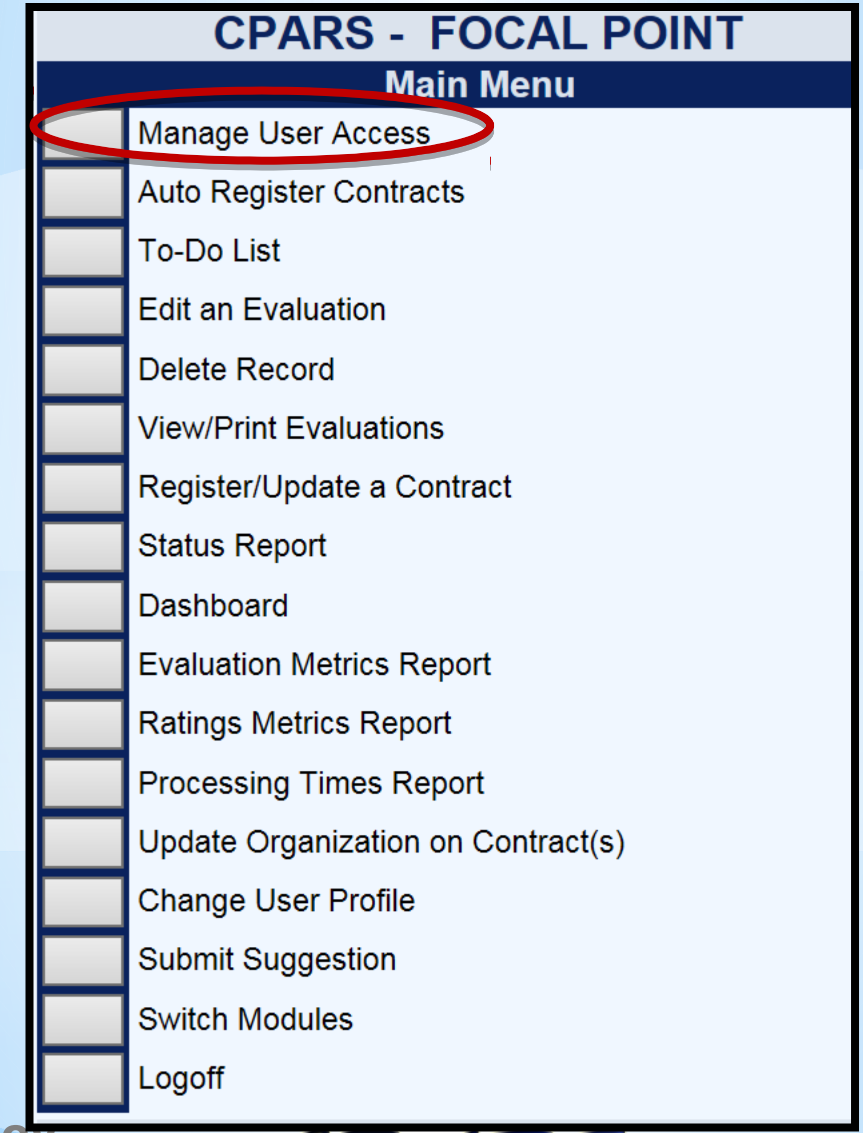
✓Minimum Required Roles
- Assessing Official – Government Only
- Contractor Representative
- Reviewing Official (If CR Does Not Concur) – Government Only

✓Optional Roles
- Assessing Official Representative – Government Only
- Reviewing Official (If CR Concurs) - Government Only

Manage User Access
User Access Matrix

Contract Number	Role	User	Email
N4511215C7000	Assessing Official Rep Assessing Official Contractor Rep Reviewing Official	Steve Jones Mary Givens Mark Smith Maria Lopez	s.jones@usa.gov m.givens@usa.gov m.smith@usa.com m.lopez@usa.gov
N4511215C8000	Assessing Official Rep Assessing Official Rep Assessing Official Contractor Rep Reviewing Official	Steve Warner Mary Givens Maria Lopez Kelly Warner John Doe	s.warner@usa.gov m.givens@usa.gov m.lopez@usa.gov k.warner@usa.com j.doe@usa.gov
N4511215C9000	Assessing Official	Mary Givens	m.givens@usa.g

Manage User Access

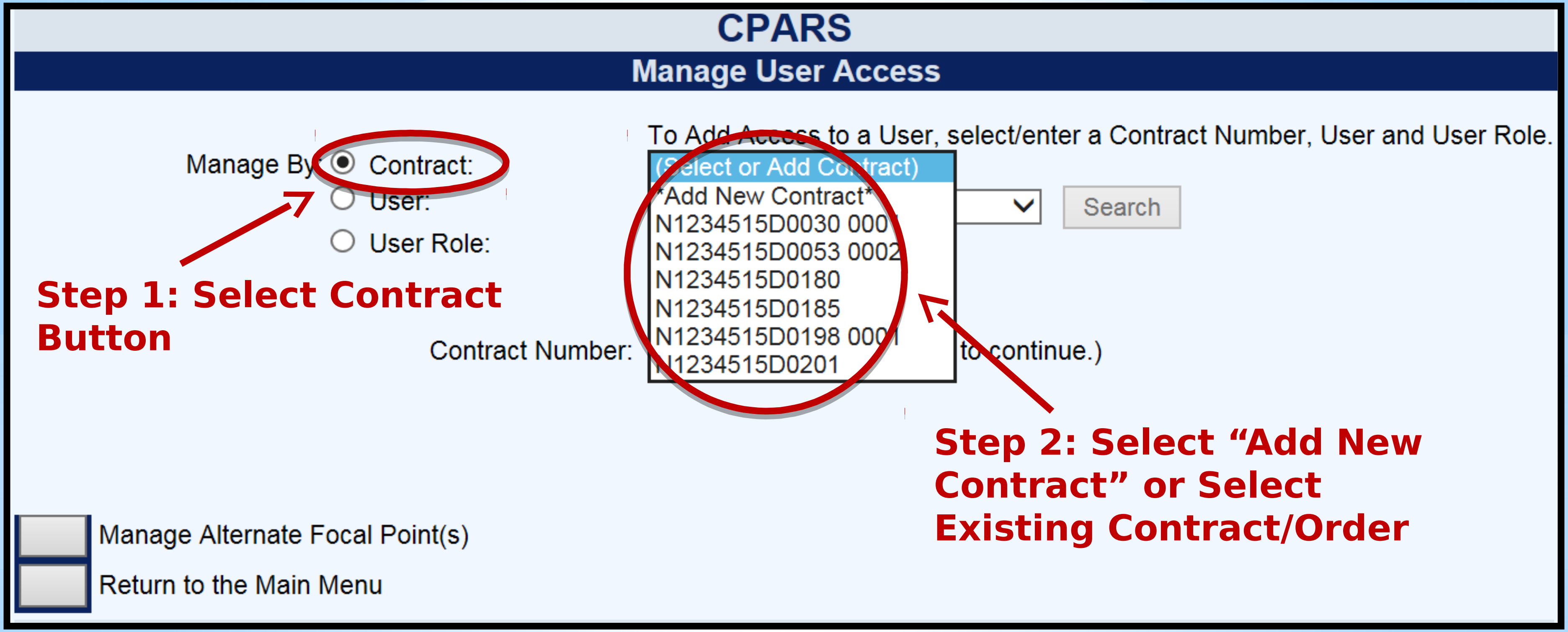


CPARS - FOCAL POINT

Main Menu

- Manage User Access
- Auto Register Contracts
- To-Do List
- Edit an Evaluation
- Delete Record
- View/Print Evaluations
- Register/Update a Contract
- Status Report
- Dashboard
- Evaluation Metrics Report
- Ratings Metrics Report
- Processing Times Report
- Update Organization on Contract(s)
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

Manage Access by Contract Assigning Access to New or Existing User

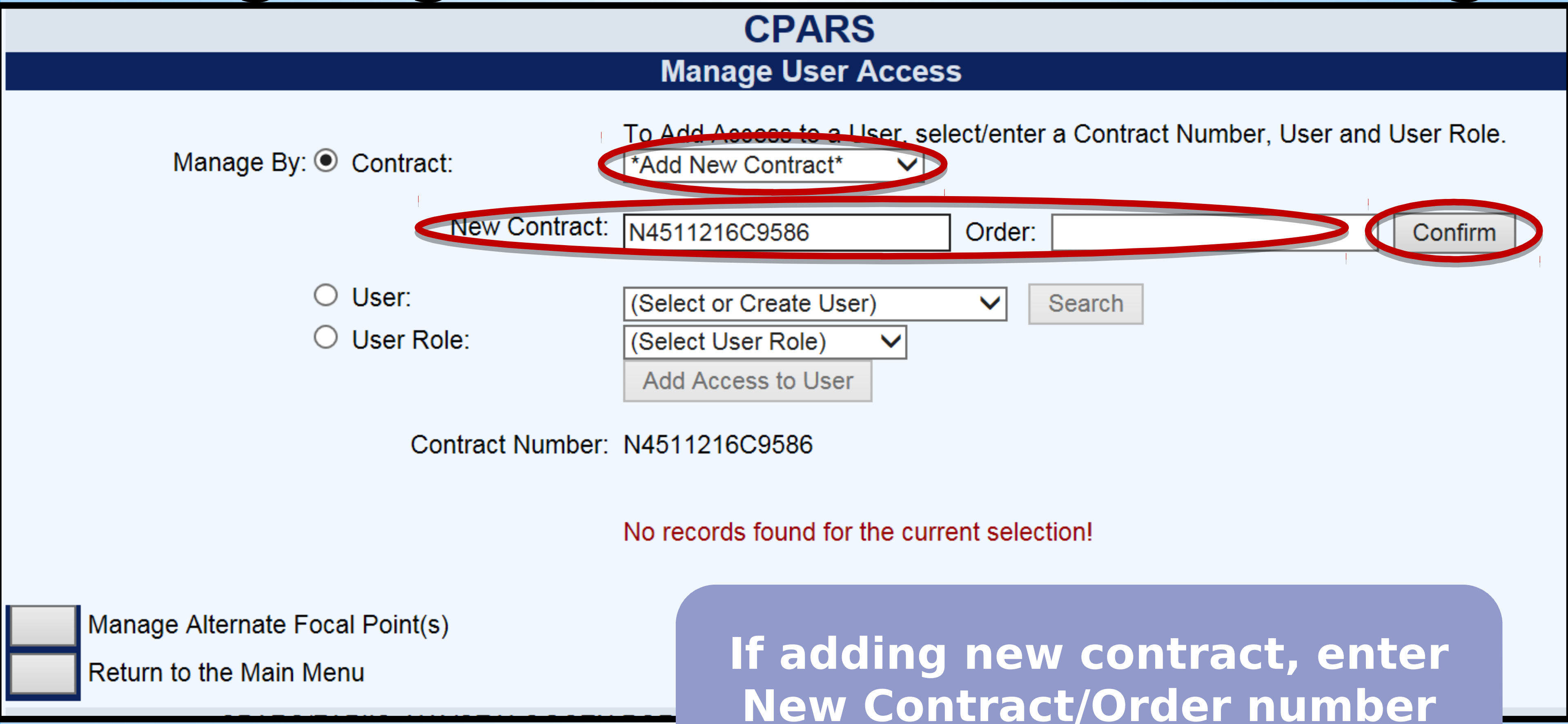

CPARS
Manage User Access
Manage By: ● Contract:
○ User:
○ User Role:
Contract Number:
(Select or Add Contract)
Add New Contract
N1234515D0030 0001
N1234515D0053 0002
N1234515D0180
N1234515D0185
N1234515D0198 0001
N1234515D0201
Search
to continue.)
Manage Alternate Focal Point(s)
Return to the Main Menu

To Add Access to a User, select/enter a Contract Number, User and User Role.

Step 1: Select Contract Button

Step 2: Select “Add New Contract” or Select Existing Contract/Order

Manage Access by Contract
Assigning Access to New or Existing



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: *Add New Contract*

New Contract: N4511216C9586 Order:

○ User: (Select or Create User)

○ User Role: (Select User Role)

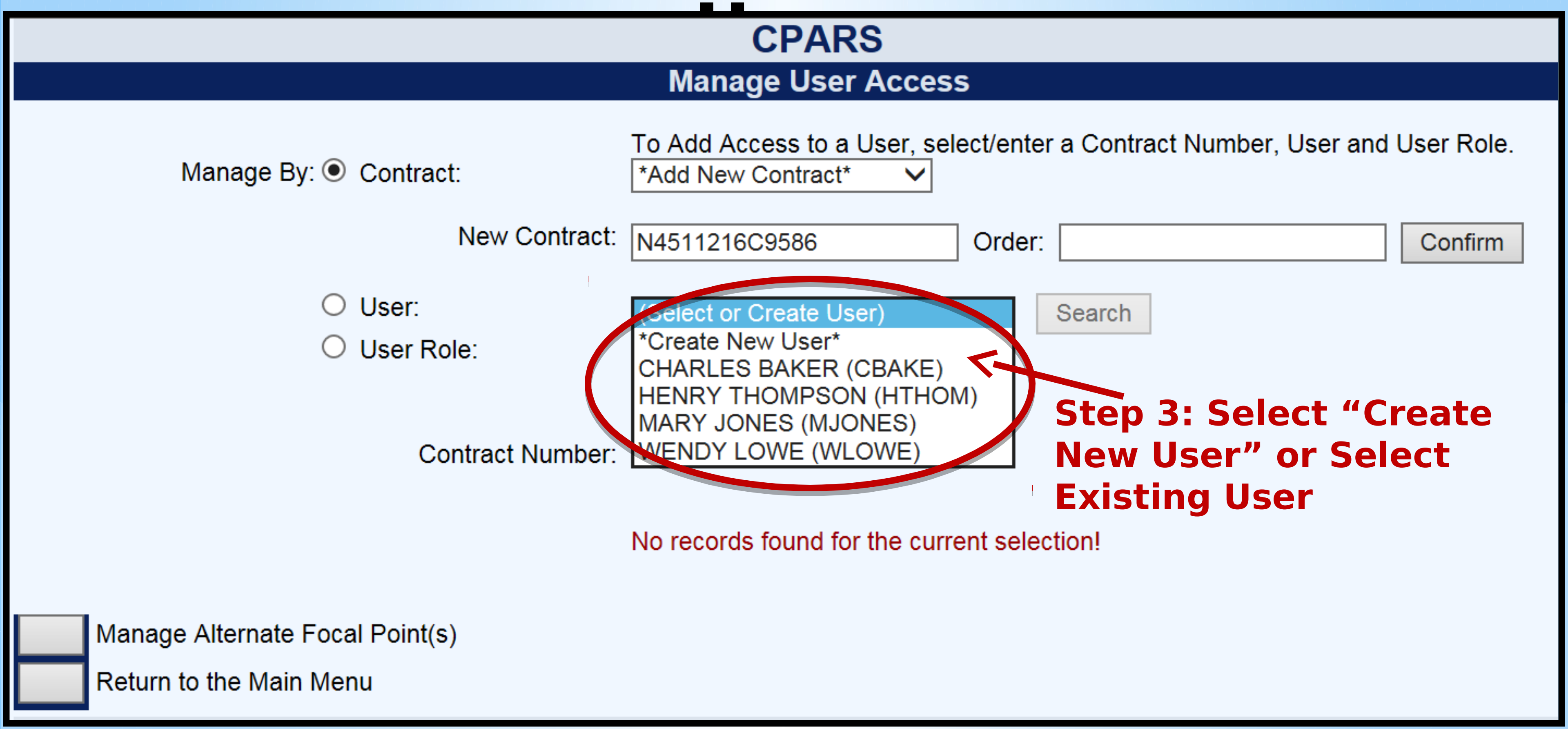
Contract Number: N4511216C9586

No records found for the current selection!

Confirm
Search
Add Access to User
Manage Alternate Focal Point(s)
Return to the Main Menu

If adding new contract, enter New Contract/Order number and Confirm.

Manage Access by Contract
Assigning Access to New or Existing



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: *Add New Contract*

New Contract: N4511216C9586 Order:

○ User: (Select or Create User)

○ User Role:

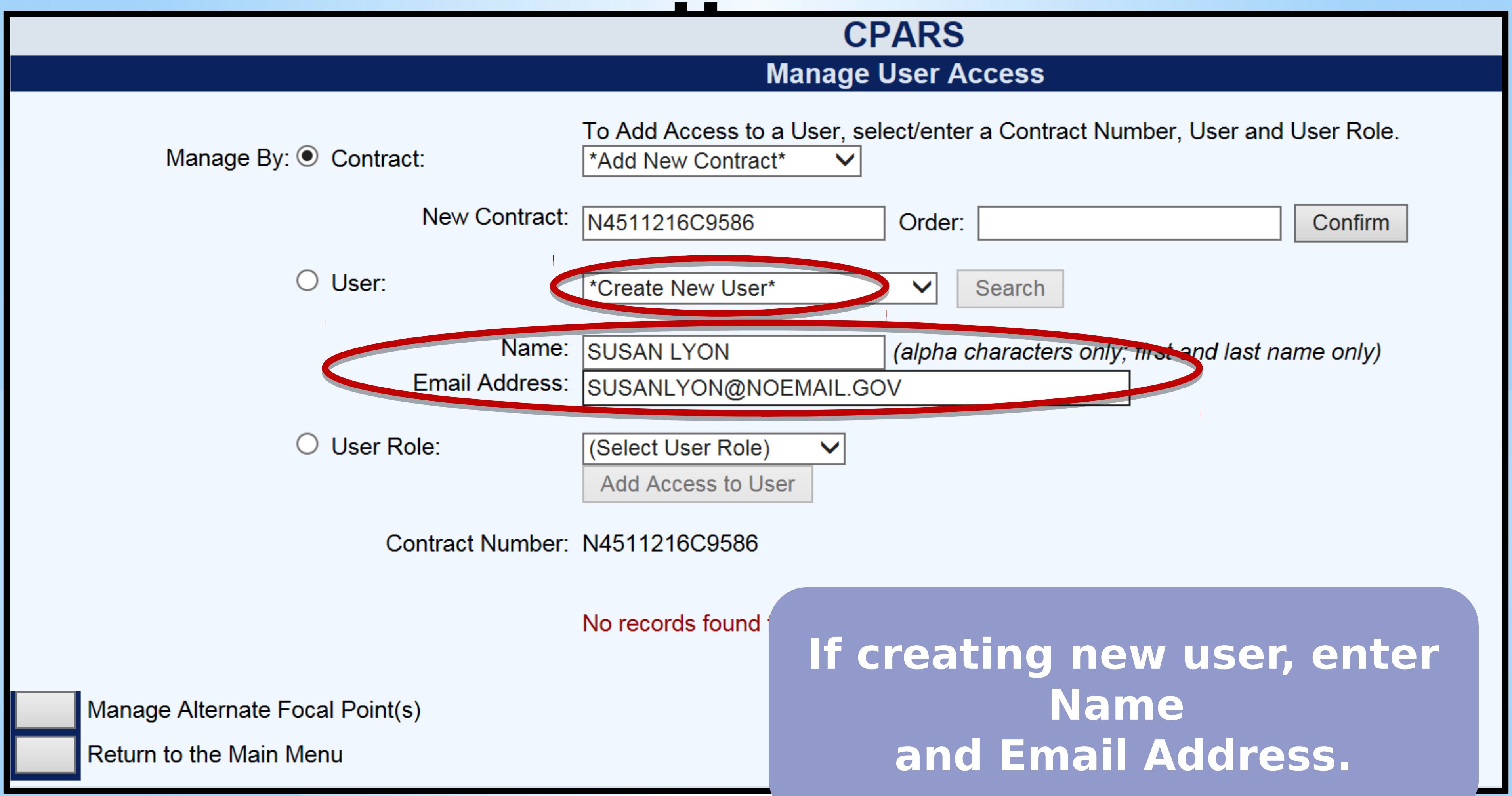
Contract Number:

Confirm
Search
Create New User
CHARLES BAKER (CBAKE)
HENRY THOMPSON (HTHOM)
MARY JONES (MJONES)
WENDY LOWE (WLOWE)
Manage Alternate Focal Point(s)
Return to the Main Menu

No records found for the current selection!

Step 3: Select "Create New User" or Select Existing User

Manage Access by Contract
Assigning Access to New or Existing



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: *Add New Contract*

New Contract: N4511216C9586 Order:

○ User: *Create New User*

Name: SUSAN LYON (alpha characters only; first and last name only)

Email Address: SUSANLYON@NOEMAIL.GOV

○ User Role: (Select User Role)

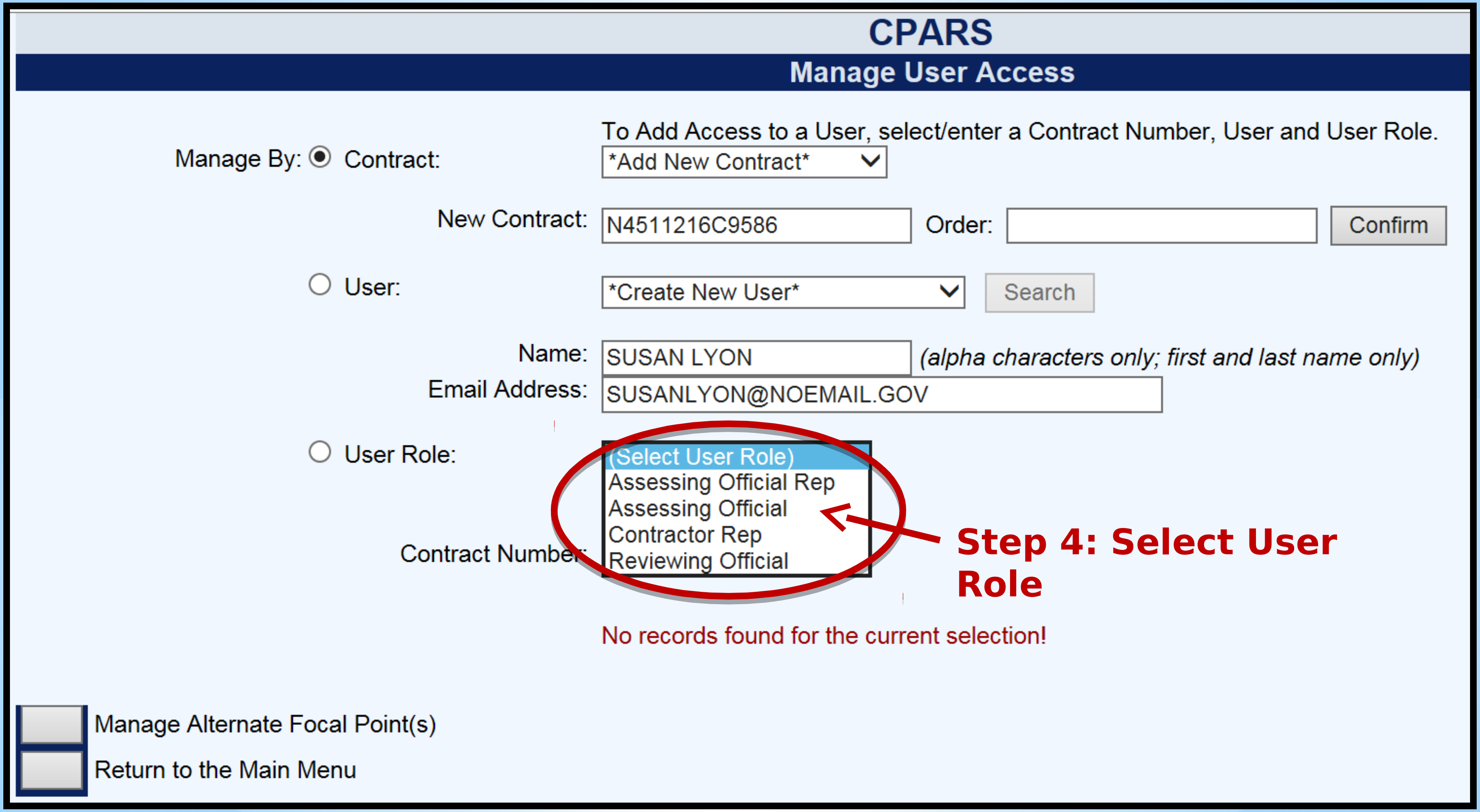
Contract Number: N4511216C9586

No records found

Confirm
Search
Add Access to User
Manage Alternate Focal Point(s)
Return to the Main Menu

If creating new user, enter Name and Email Address.

Manage Access by Contract Assigning Access



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: *Add New Contract*

New Contract: N4511216C9586 Order:

Confirm

○ User: *Create New User*

Search

Name: SUSAN LYON *(alpha characters only; first and last name only)*

Email Address: SUSANLYON@NOEMAIL.GOV

○ User Role:

- (Select User Role)
- Assessing Official Rep
- Assessing Official
- Contractor Rep
- Reviewing Official

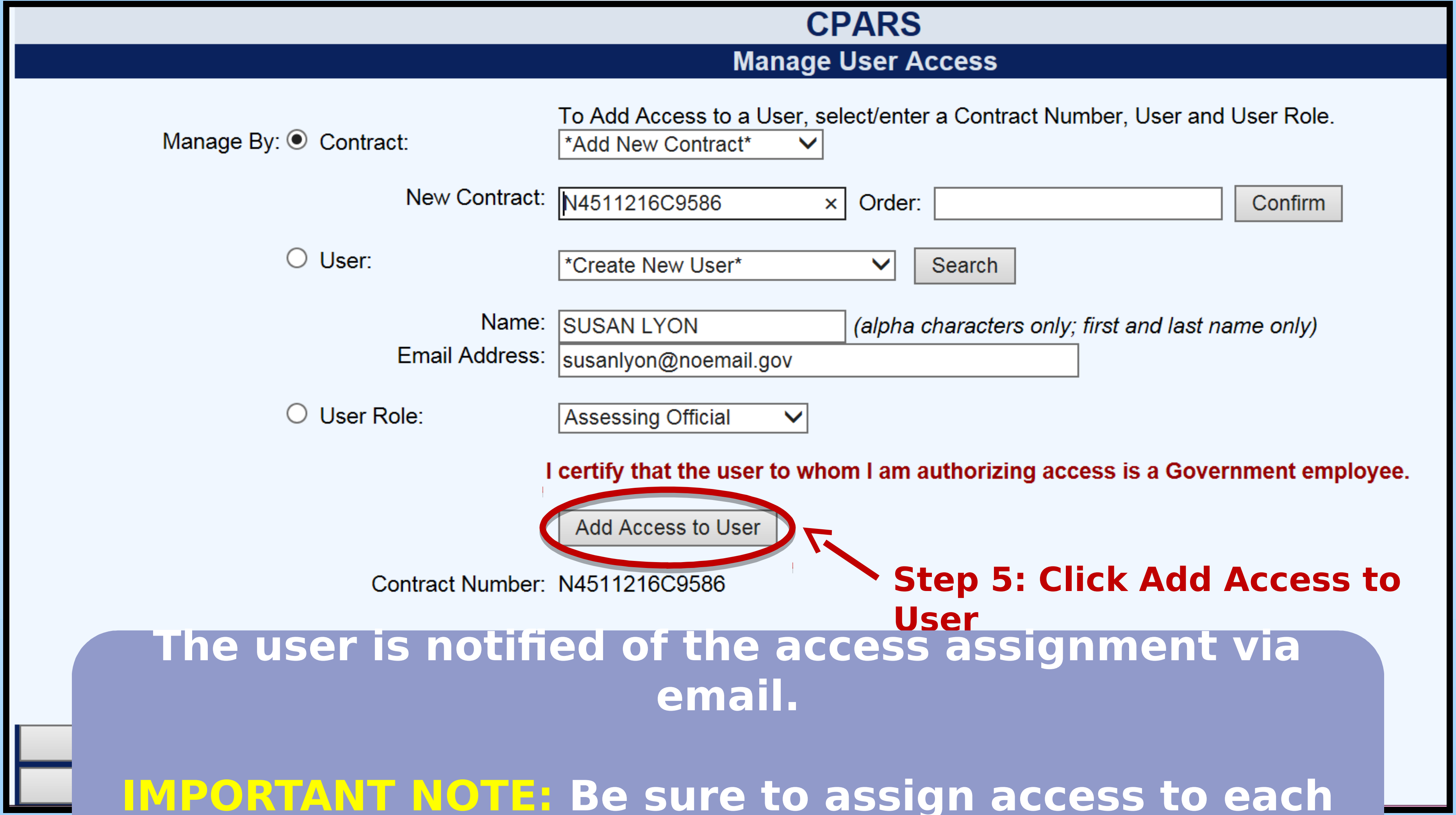
Contract Number:

No records found for the current selection!

Manage Alternate Focal Point(s)
Return to the Main Menu

Step 4: Select User Role

Manage Access by Contract
Assigning Access to New or Existing



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: *Add New Contract*

New Contract: N4511216C9586 Order:

○ User: *Create New User*

Name: SUSAN LYON *(alpha characters only; first and last name only)*

Email Address: susanlyon@noemail.gov

○ User Role: Assessing Official

I certify that the user to whom I am authorizing access is a Government employee.

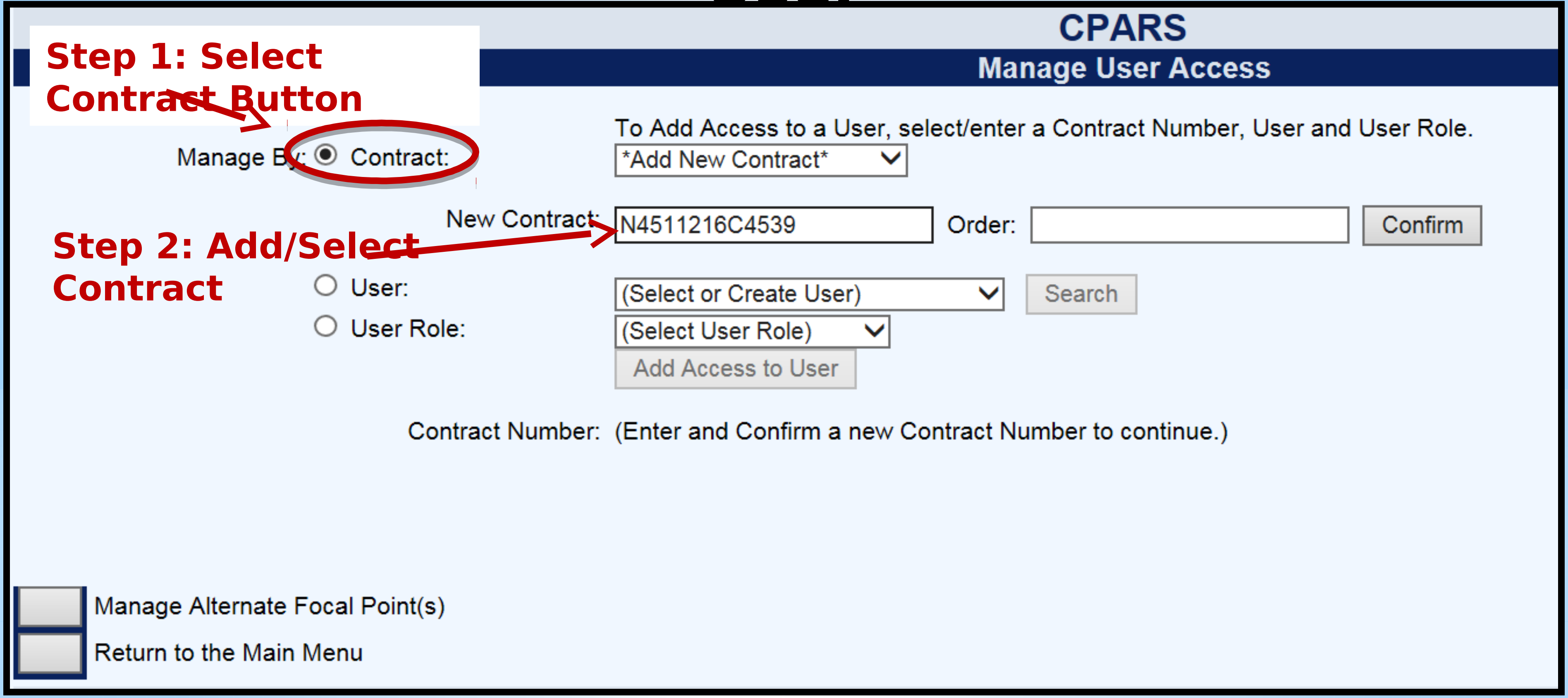
Contract Number: N4511216C9586

Step 5: Click Add Access to User

The user is notified of the access assignment via email.

IMPORTANT NOTE: Be sure to assign access to each of the contract(s)/order(s) in your Auto Register spreadsheet.

Manage Access by Contract
Assigning Access to Another Focal Point's User



Step 1: Select Contract Button

Step 2: Add/Select Contract

CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: *Add New Contract*

New Contract: N4511216C4539 Order:

○ User: (Select or Create User)

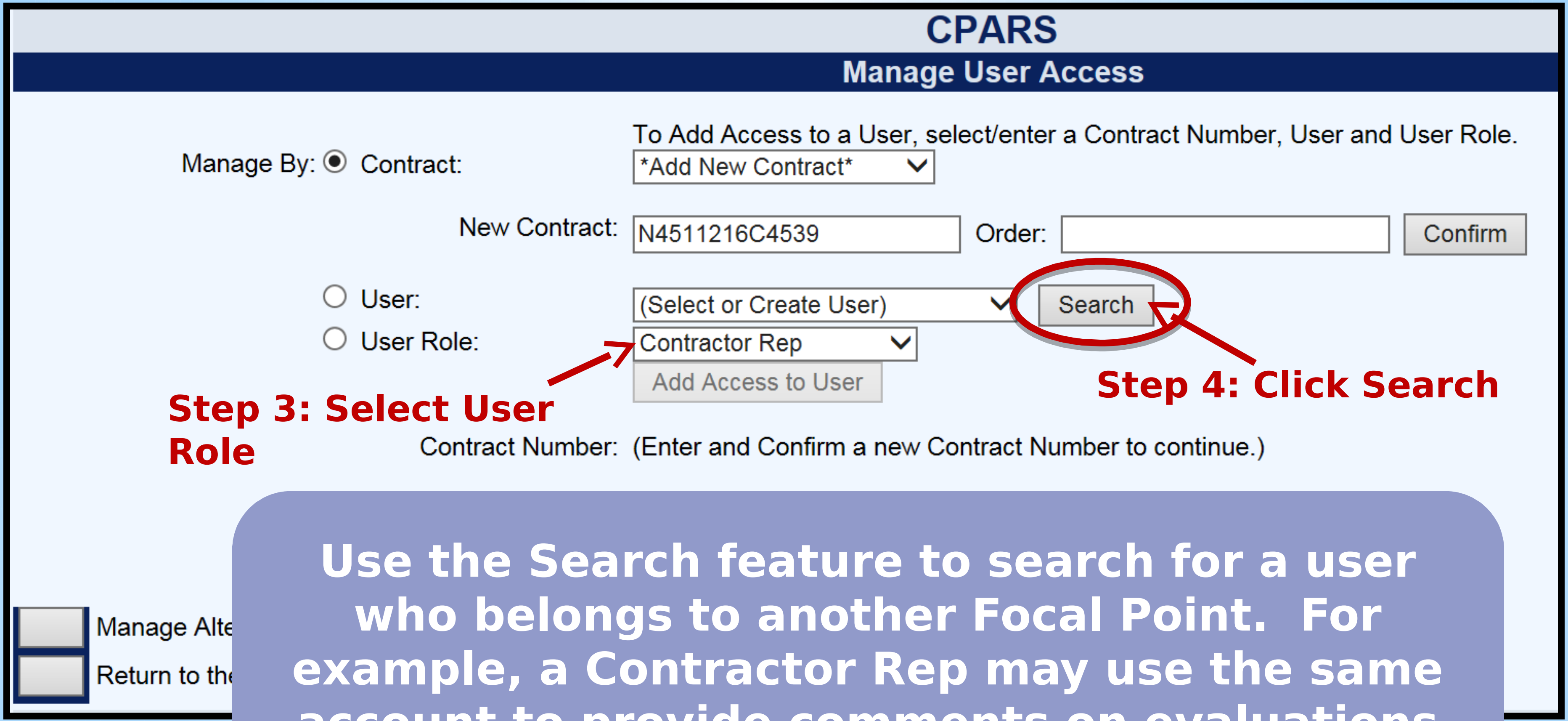
○ User Role: (Select User Role)

Contract Number: (Enter and Confirm a new Contract Number to continue.)

Confirm
Search
Add Access to User
Manage Alternate Focal Point(s)
Return to the Main Menu

https://www.cpars.gov

Manage Access by Contract Assigning Access to Another Focal Point’s User



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: *Add New Contract*

New Contract: N4511216C4539 Order: Confirm

○ User: (Select or Create User) Search

○ User Role: Contractor Rep

Add Access to User

Contract Number: (Enter and Confirm a new Contract Number to continue.)

Manage Alte

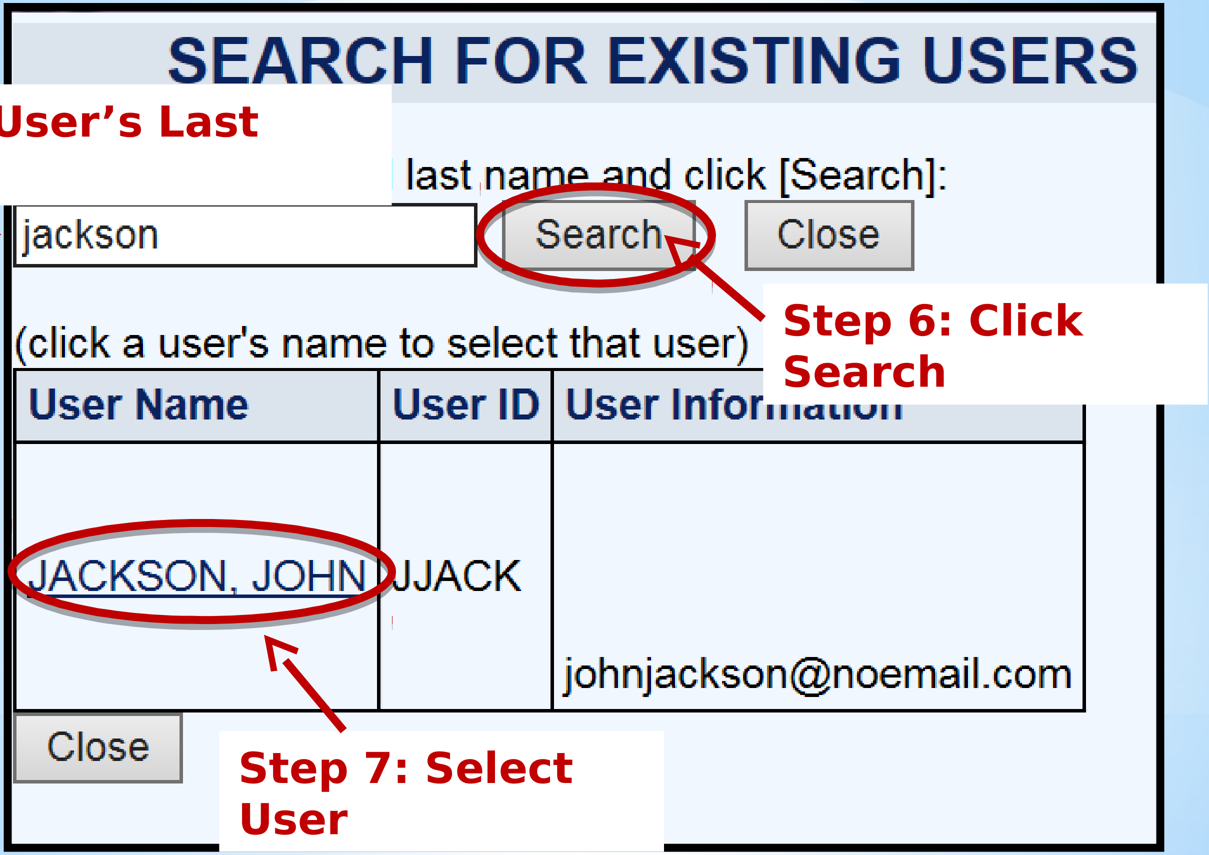
Return to the

Step 3: Select User Role

Step 4: Click Search

Use the Search feature to search for a user who belongs to another Focal Point. For example, a Contractor Rep may use the same account to provide comments on evaluations for several different Focal Points.

Manage Access by Contract
Assigning Access to Another Focal Point's User



SEARCH FOR EXISTING USERS

last name and click [Search]:

jackson

(click a user's name to select that user)

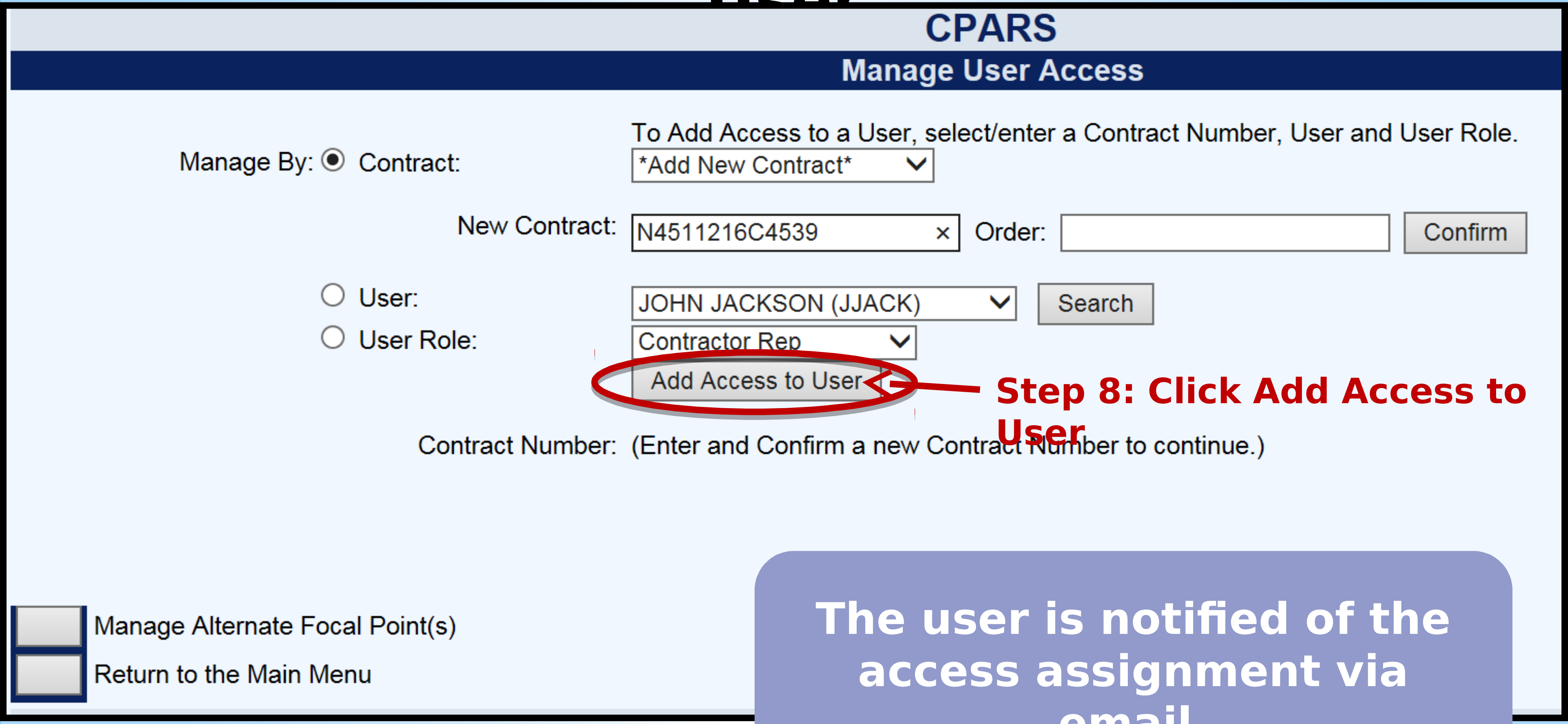
User Name	User ID	User Information
JACKSON, JOHN	JJACK	johnjackson@noemail.com

Step 5: Enter User's Last Name

Step 6: Click Search

Step 7: Select User

Manage Access by Contract
Assigning Access to Another Focal Point's User



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: *Add New Contract*

New Contract: N4511216C4539 Order:

○ User: JOHN JACKSON (JJACK)

○ User Role: Contractor Rep

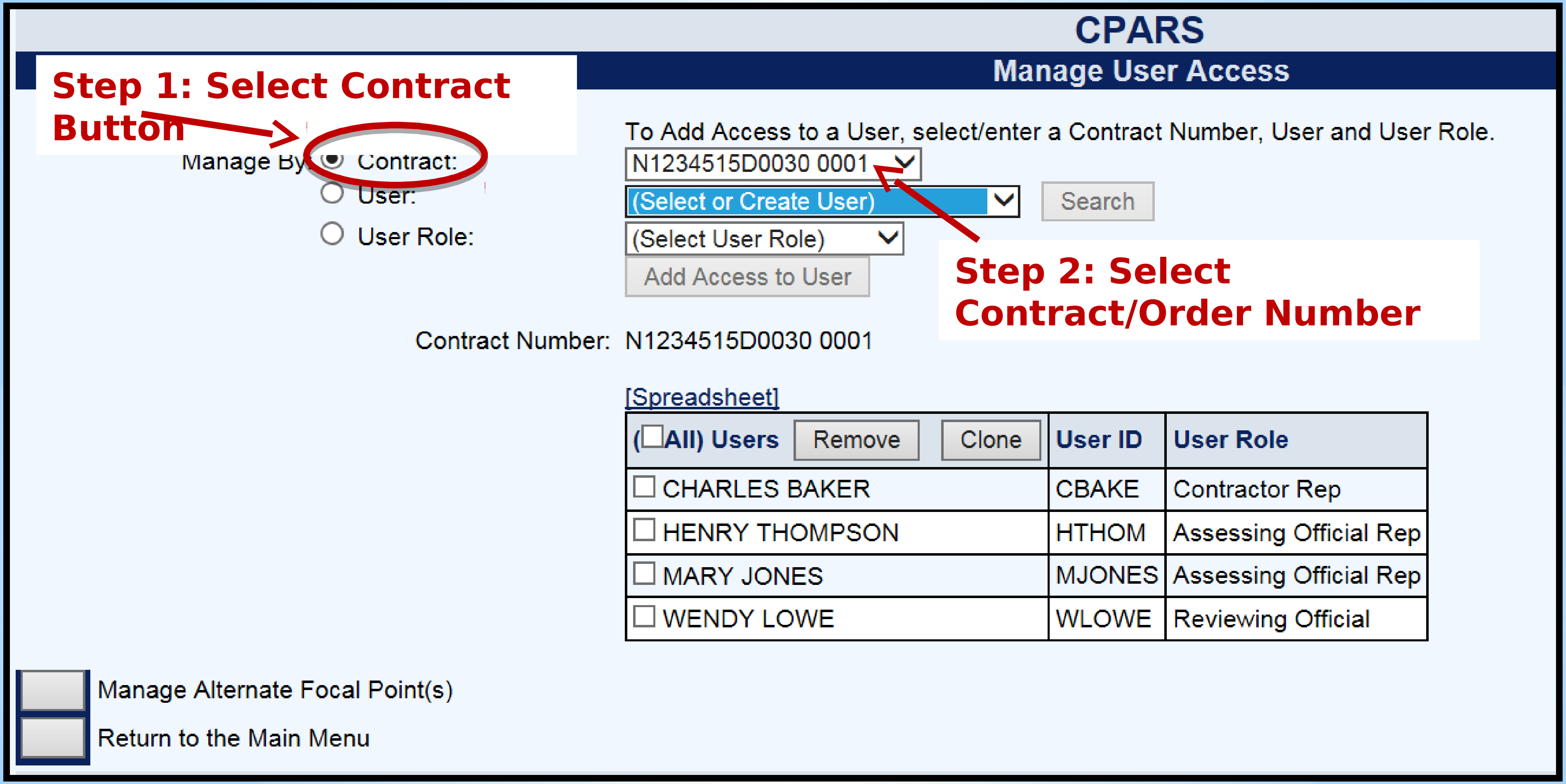
Contract Number: (Enter and Confirm a new Contract Number to continue.)

Confirm
Search
Add Access to User
Manage Alternate Focal Point(s)
Return to the Main Menu

Step 8: Click Add Access to User

The user is notified of the access assignment via email.

Manage Access by Contract
Remove User From Contract



CPARS

Manage User Access

Step 1: Select Contract Button

Manage By: ● Contract:
○ User:
○ User Role:

To Add Access to a User, select/enter a Contract Number, User and User Role.

N1234515D0030 0001
(Select or Create User) Search
(Select User Role)
Add Access to User

Step 2: Select Contract/Order Number

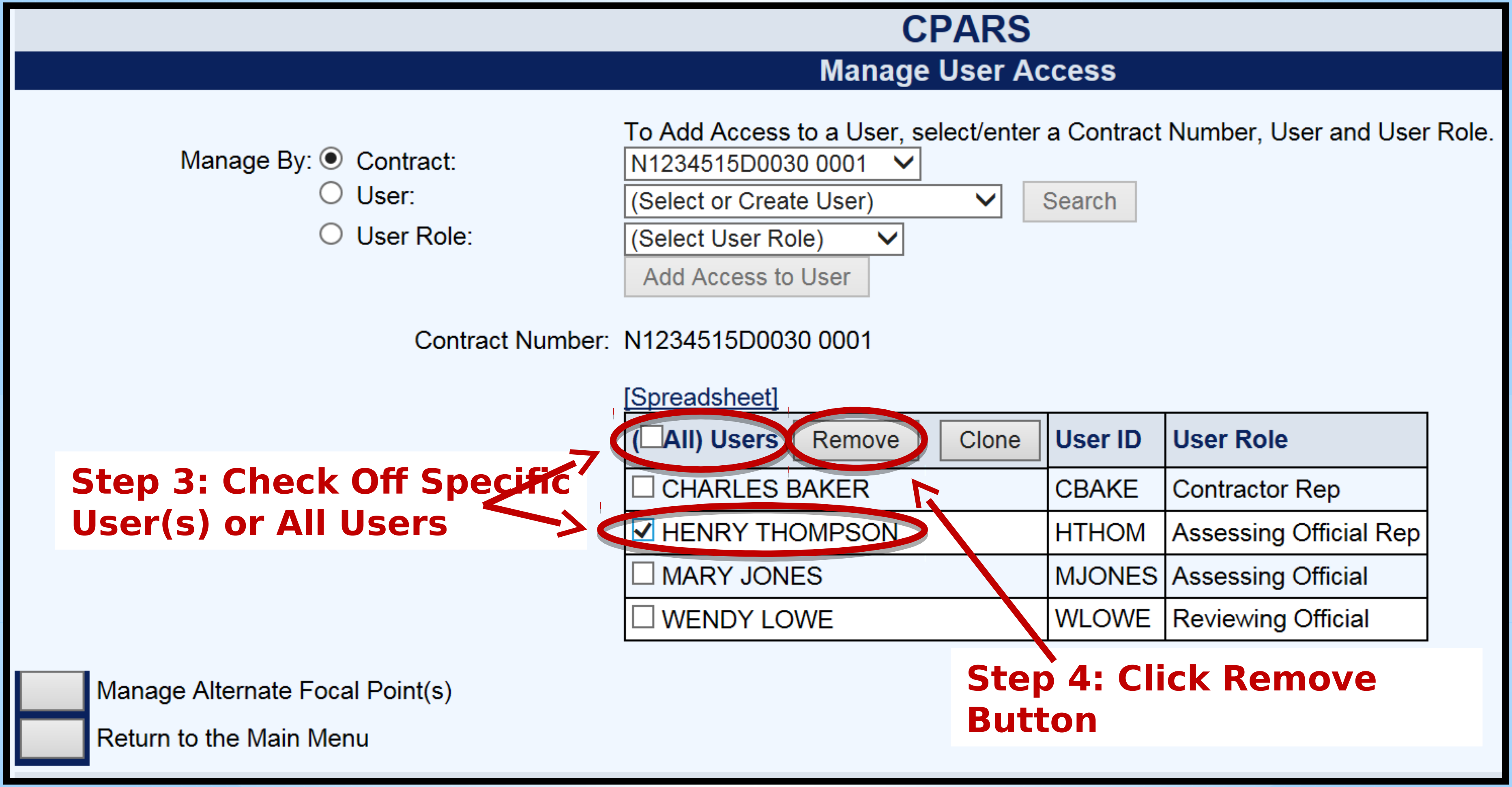
Contract Number: N1234515D0030 0001

[Spreadsheet]

(☐All) Users Remove Clone	User ID	User Role
☐ CHARLES BAKER	CBAKE	Contractor Rep
☐ HENRY THOMPSON	HTHOM	Assessing Official Rep
☐ MARY JONES	MJONES	Assessing Official Rep
☐ WENDY LOWE	WLOWE	Reviewing Official

Manage Alternate Focal Point(s)
Return to the Main Menu

Manage Access by Contract
Remove User From Contract



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: N1234515D0030 0001

○ User: (Select or Create User) Search

○ User Role: (Select User Role)

Add Access to User

Contract Number: N1234515D0030 0001

[Spreadsheet]

(☐ All) Users Remove Clone	User ID	User Role
☐ CHARLES BAKER	CBAKE	Contractor Rep
☑ HENRY THOMPSON	HTHOM	Assessing Official Rep
☐ MARY JONES	MJONES	Assessing Official
☐ WENDY LOWE	WLOWE	Reviewing Official

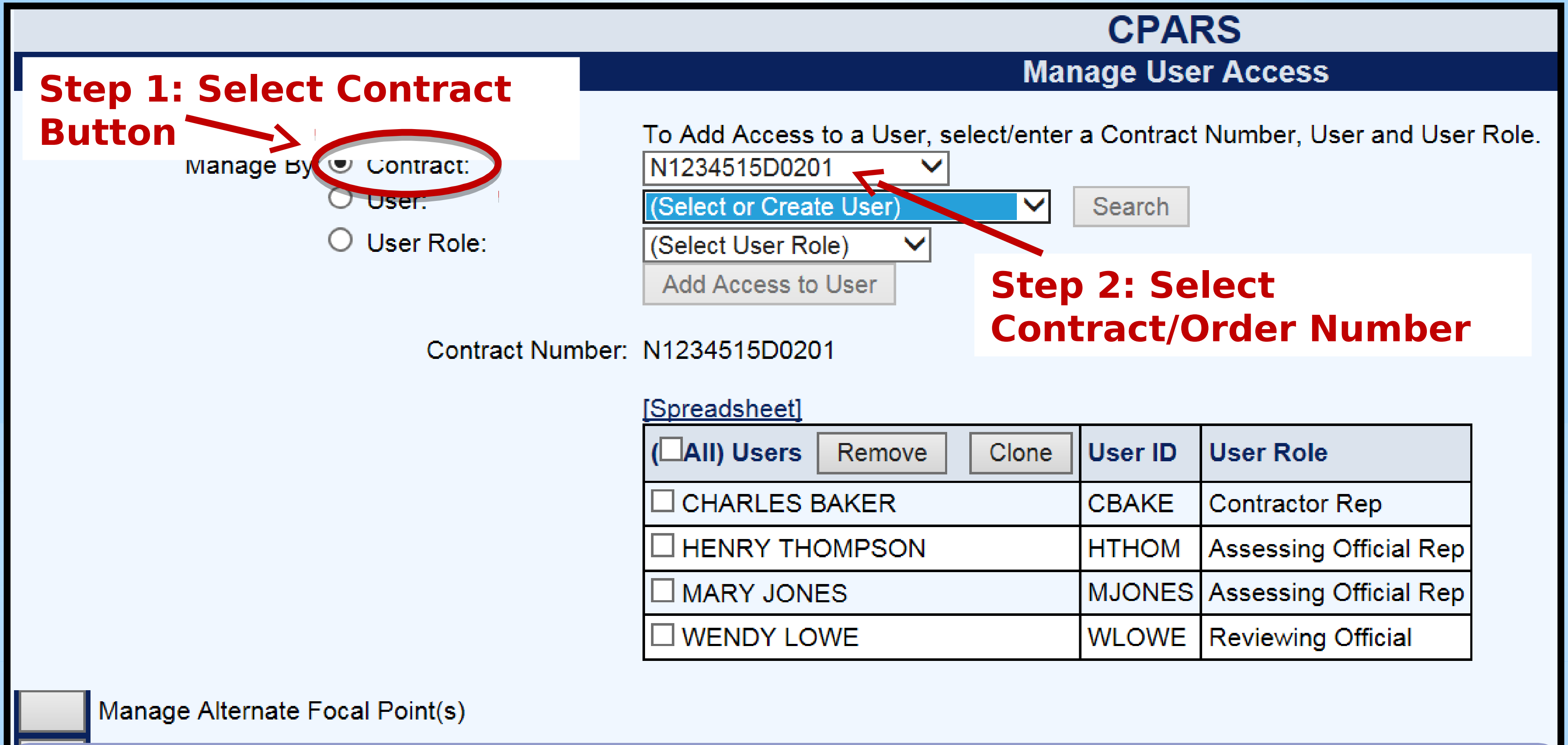
Manage Alternate Focal Point(s)

Return to the Main Menu

Step 3: Check Off Specific User(s) or All Users

Step 4: Click Remove Button

Manage Access by Contract
Clone Contract Access



CPARS

Manage User Access

Step 1: Select Contract Button

Step 2: Select Contract/Order Number

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: N1234515D0201

○ User: (Select or Create User)

○ User Role: (Select User Role)

Contract Number: N1234515D0201

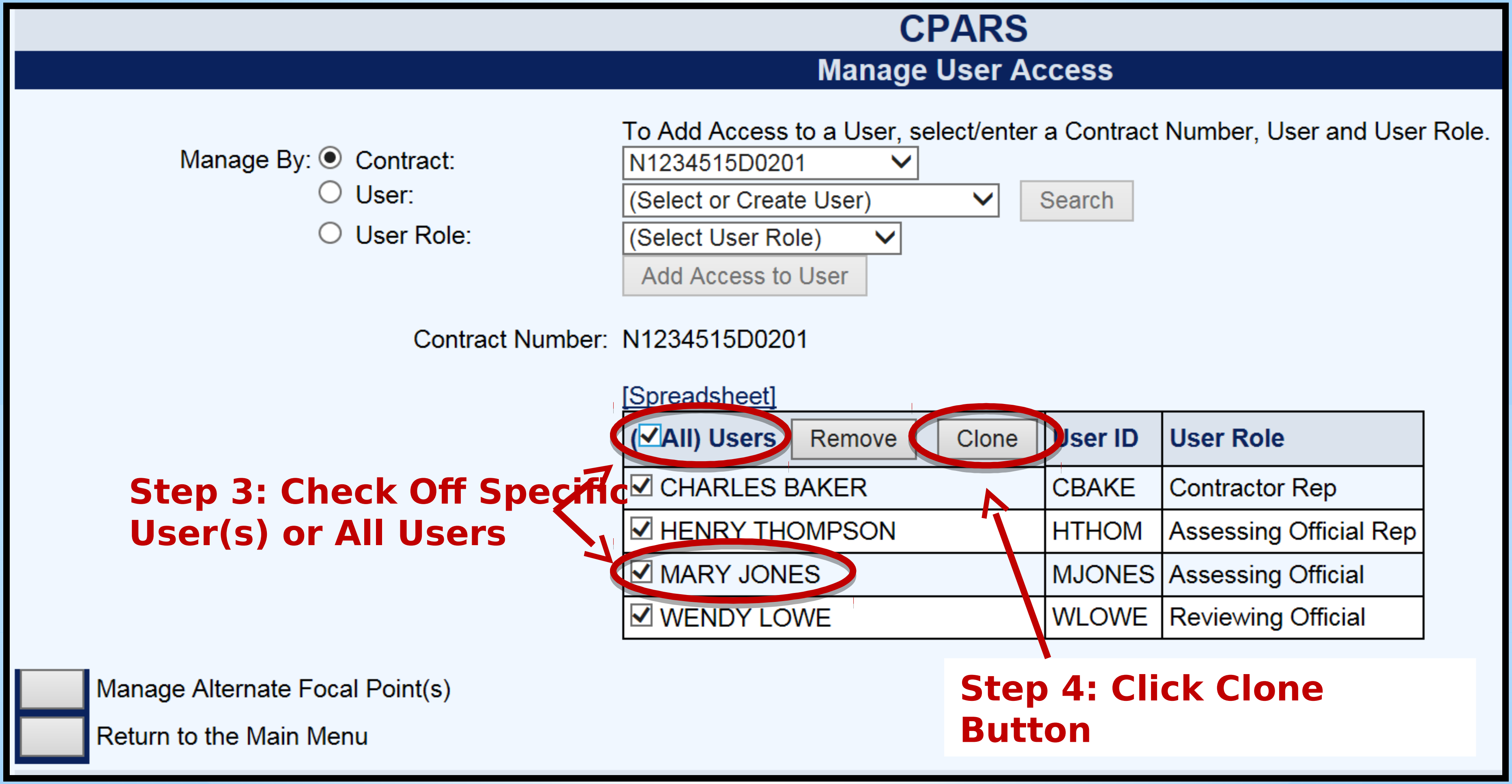
[Spreadsheet]

(☐All) Users Remove Clone	User ID	User Role
☐ CHARLES BAKER	CBAKE	Contractor Rep
☐ HENRY THOMPSON	HTHOM	Assessing Official Rep
☐ MARY JONES	MJONES	Assessing Official Rep
☐ WENDY LOWE	WLOWE	Reviewing Official

Search
Add Access to User
Manage Alternate Focal Point(s)
Contractor Performance Assessment Reporting System

Cloning contract access enables you to quickly assign a group of users to a new contract. The Clone function is useful when you have the same group of users who need access to multiple contracts.

Manage Access by Contract
Clone Contract Access



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: N1234515D0201

○ User: (Select or Create User)

○ User Role: (Select User Role)

Contract Number: N1234515D0201

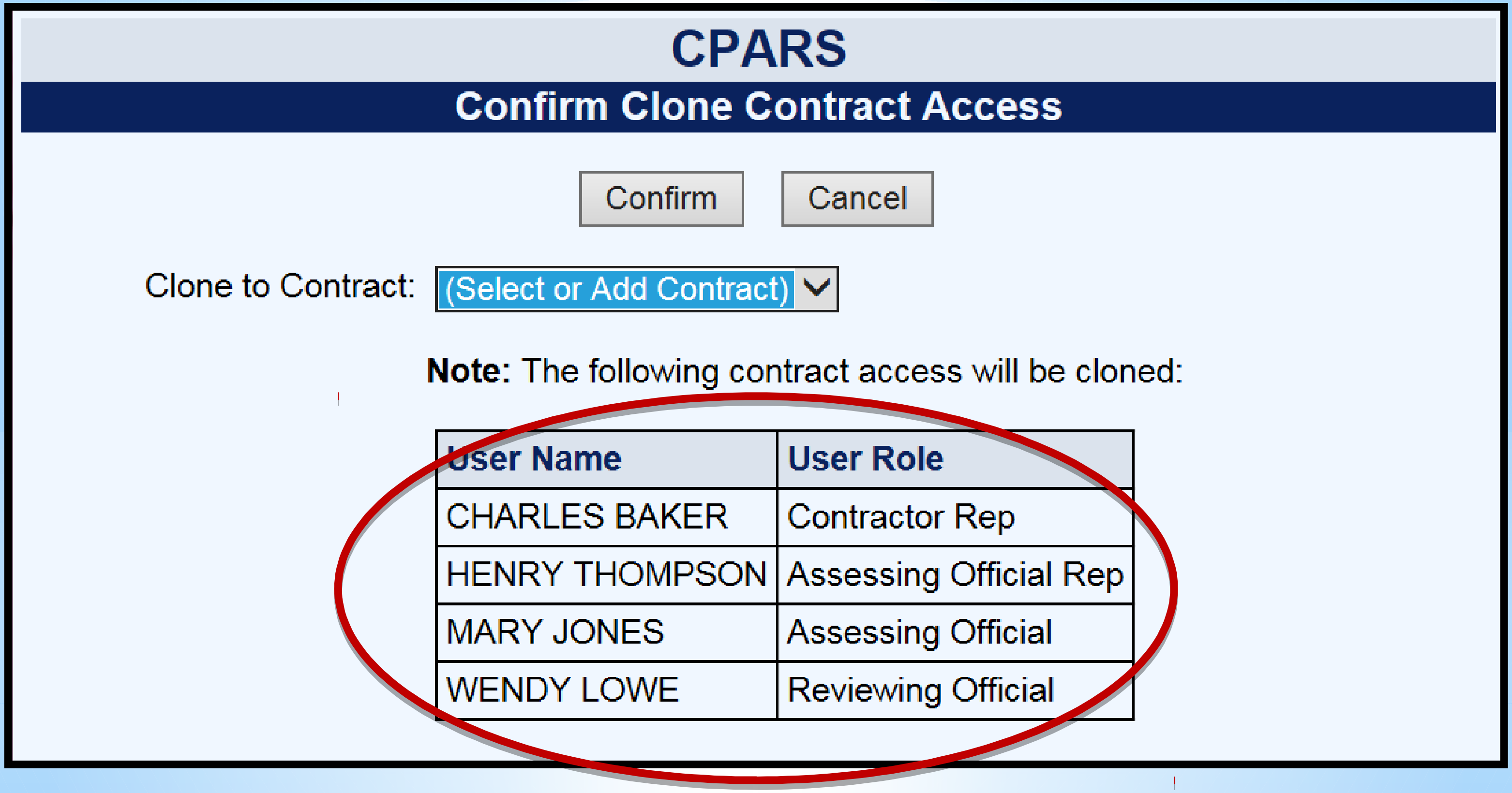
☑ (All) Users	User ID	User Role
☑ CHARLES BAKER	CBAKE	Contractor Rep
☑ HENRY THOMPSON	HTHOM	Assessing Official Rep
☑ MARY JONES	MJONES	Assessing Official
☑ WENDY LOWE	WLOWE	Reviewing Official

Search
Add Access to User
[Spreadsheet]
Remove
Clone
Manage Alternate Focal Point(s)
Return to the Main Menu

Step 3: Check Off Specific User(s) or All Users

Step 4: Click Clone Button

Manage Access by Contract
Clone Contract Access



CPARS
Confirm Clone Contract Access
Confirm
Cancel

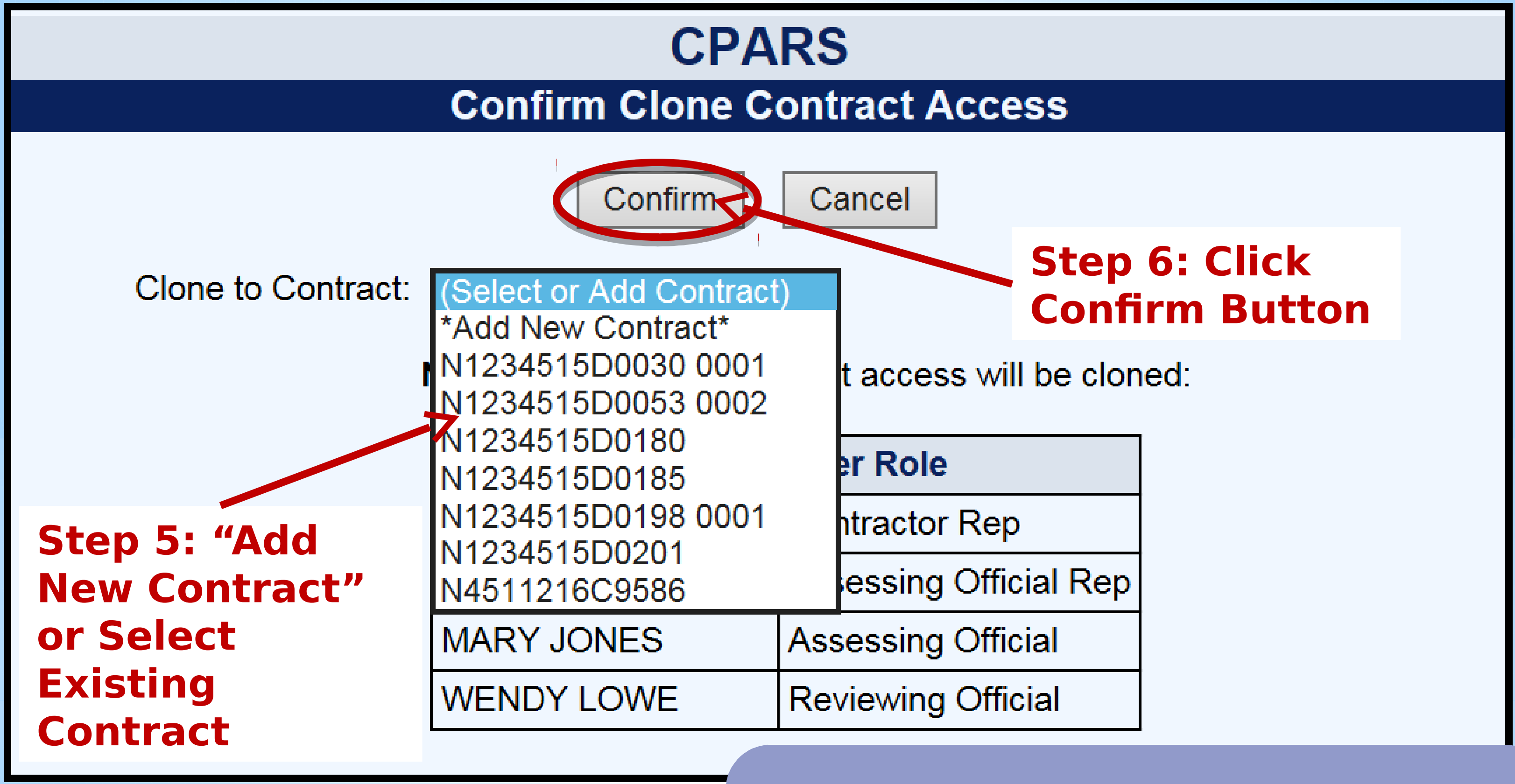
Clone to Contract: (Select or Add Contract)

Note: The following contract access will be cloned:

User Name	User Role
CHARLES BAKER	Contractor Rep
HENRY THOMPSON	Assessing Official Rep
MARY JONES	Assessing Official
WENDY LOWE	Reviewing Official

The Confirm Clone Contract Access screen displays the list of users that will be assigned, or “cloned”, to the new contract.

Manage Access by Contract
Clone Contract Access



Clone to Contract:

(Select or Add Contract)
Add New Contract
N1234515D0030 0001
N1234515D0053 0002
N1234515D0180
N1234515D0185
N1234515D0198 0001
N1234515D0201
N4511216C9586

t access will be cloned:

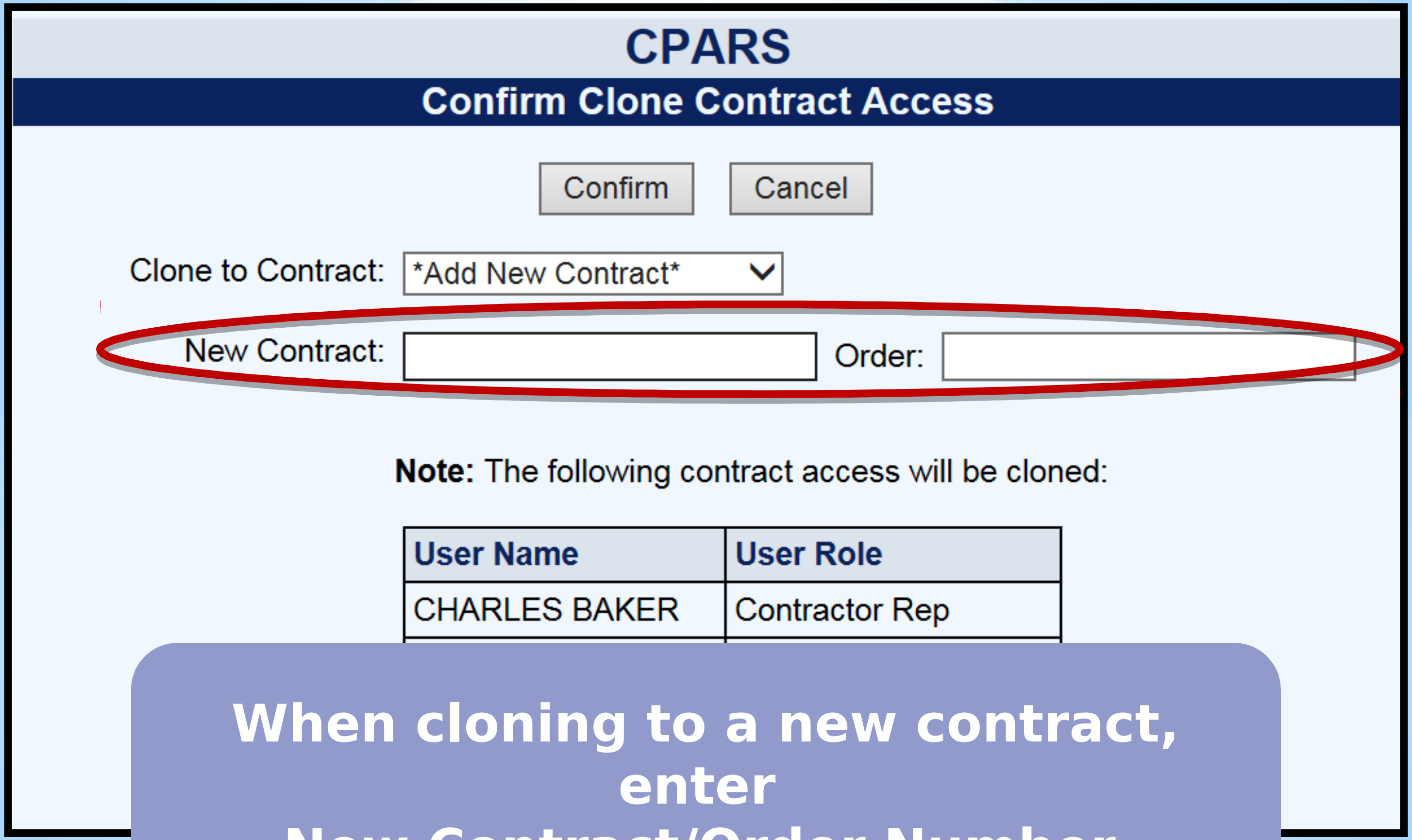
	er Role
	ntractor Rep
	essing Official Rep
MARY JONES	Assessing Official
WENDY LOWE	Reviewing Official

Step 6: Click Confirm Button

Step 5: "Add New Contract" or Select Existing Contract

The users are notified of the access assignment via email.

Manage Access by Contract
Clone Contract Access



CPARS

Confirm Clone Contract Access

Clone to Contract: *Add New Contract*

New Contract:

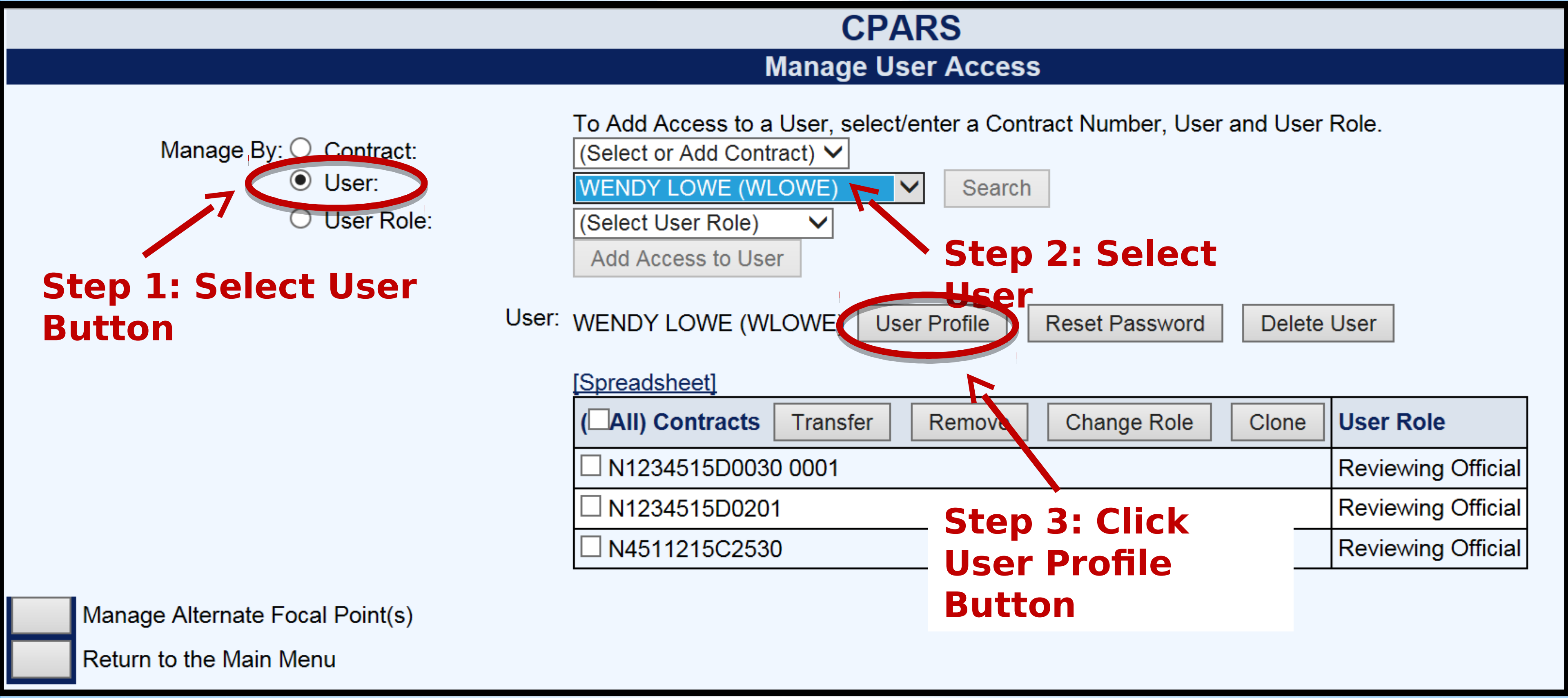
Order:

Note: The following contract access will be cloned:

User Name	User Role
CHARLES BAKER	Contractor Rep

When cloning to a new contract, enter New Contract/Order Number.

Manage Access by User
Update User Profile



CPARS

Manage User Access

Manage By: ○ Contract: ● User: ○ User Role:

To Add Access to a User, select/enter a Contract Number, User and User Role.

(Select or Add Contract)

WENDY LOWE (WLOWE)

(Select User Role)

User: WENDY LOWE (WLOWE

[Spreadsheet]

(☐ All) Contracts Transfer Remove Change Role Clone	User Role
☐ N1234515D0030 0001	Reviewing Official
☐ N1234515D0201	Reviewing Official
☐ N4511215C2530	Reviewing Official

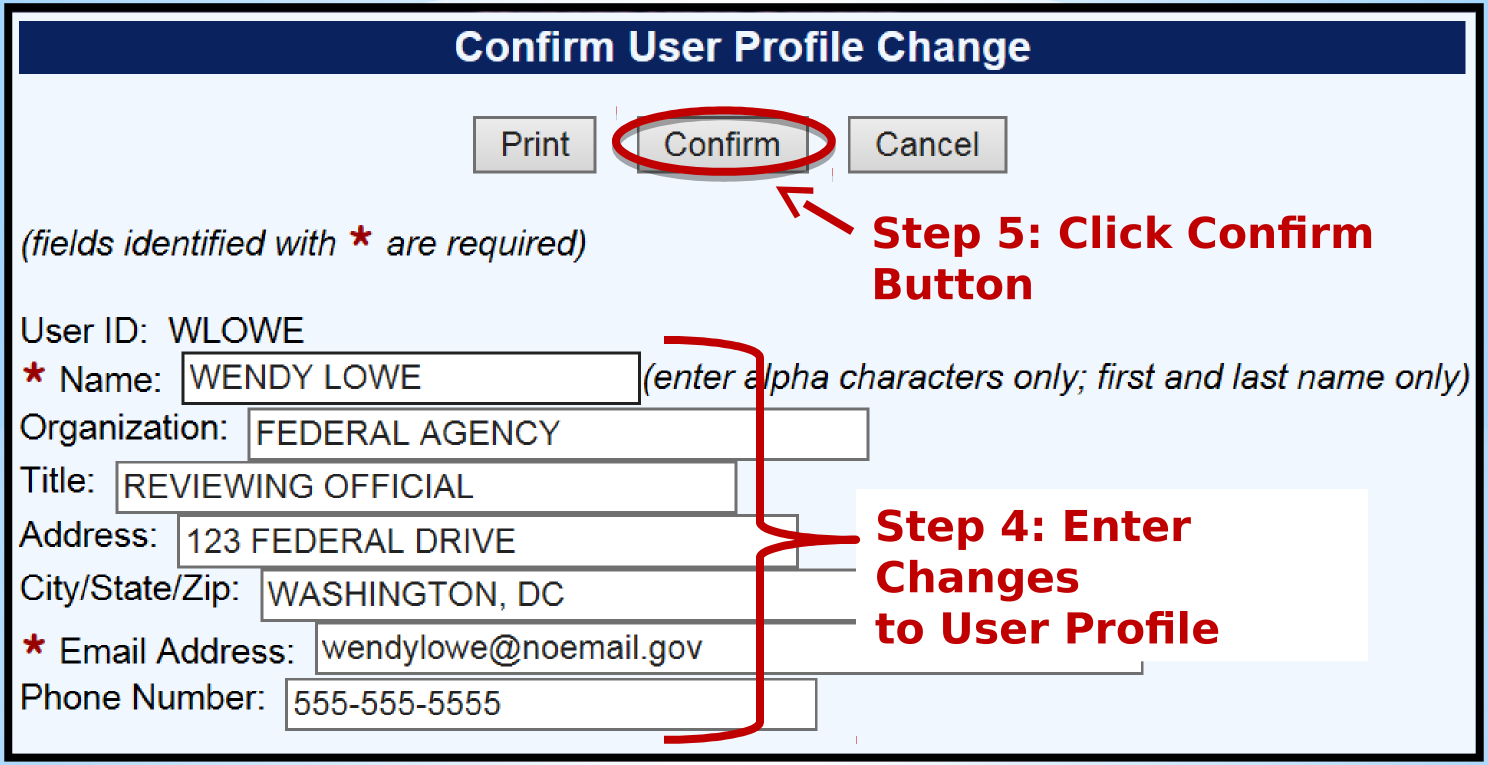
Search
Add Access to User
User Profile
Reset Password
Delete User
Manage Alternate Focal Point(s)
Return to the Main Menu

Step 1: Select User Button

Step 2: Select User

Step 3: Click User Profile Button

Manage Access by User
Update User Profile



Confirm User Profile Change

Step 5: Click Confirm Button

*(fields identified with * are required)*

User ID: WLOWE

* Name: WENDY LOWE *(enter alpha characters only; first and last name only)*

Organization: FEDERAL AGENCY

Title: REVIEWING OFFICIAL

Address: 123 FEDERAL DRIVE

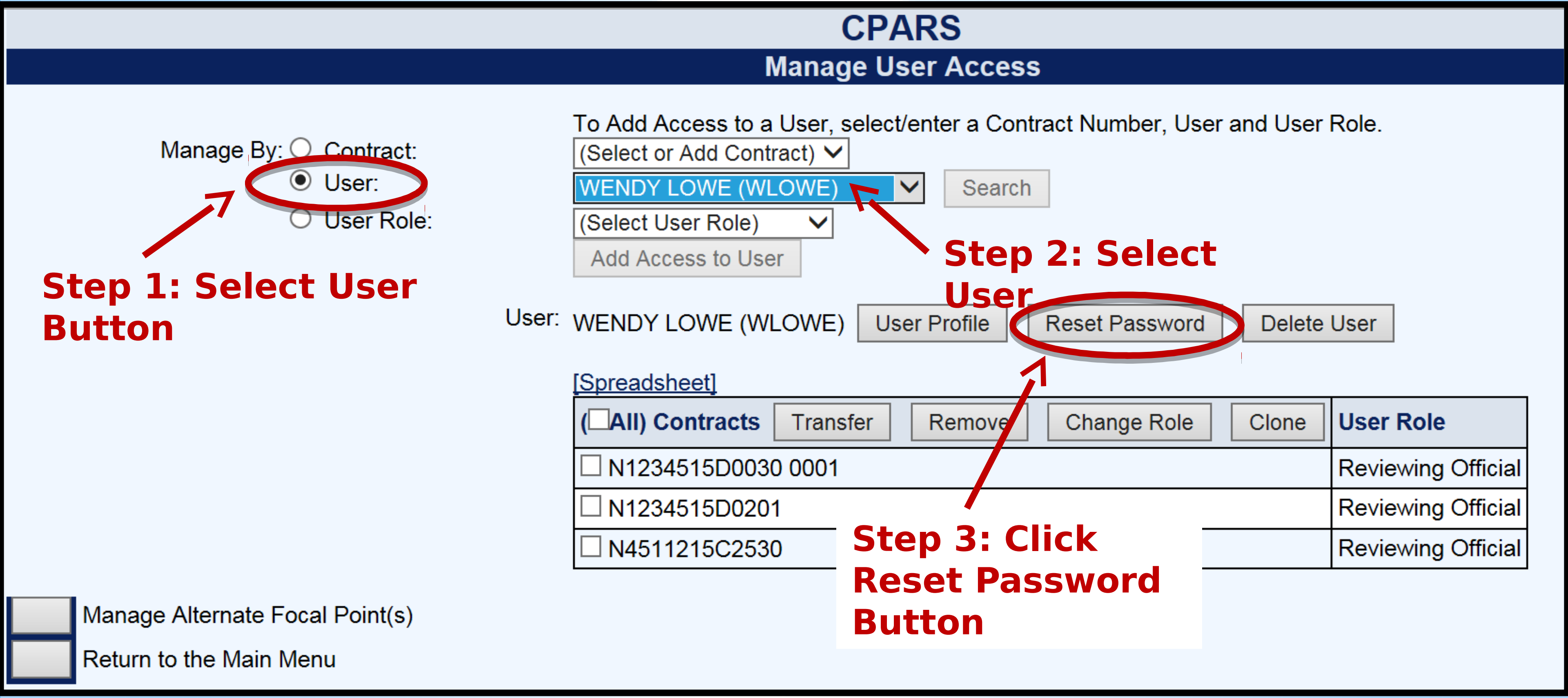
City/State/Zip: WASHINGTON, DC

* Email Address: wendylowe@noemail.gov

Phone Number: 555-555-5555

Step 4: Enter Changes to User Profile

Manage Access by User Reset Password



CPARS

Manage User Access

Manage By: ○ Contract:
● User:
○ User Role:

To Add Access to a User, select/enter a Contract Number, User and User Role.

(Select or Add Contract)

WENDY LOWE (WLOWE)

(Select User Role)

User: WENDY LOWE (WLOWE)

[Spreadsheet]

(☐All) Contracts	User Role
☐ N1234515D0030 0001	Reviewing Official
☐ N1234515D0201	Reviewing Official
☐ N4511215C2530	Reviewing Official

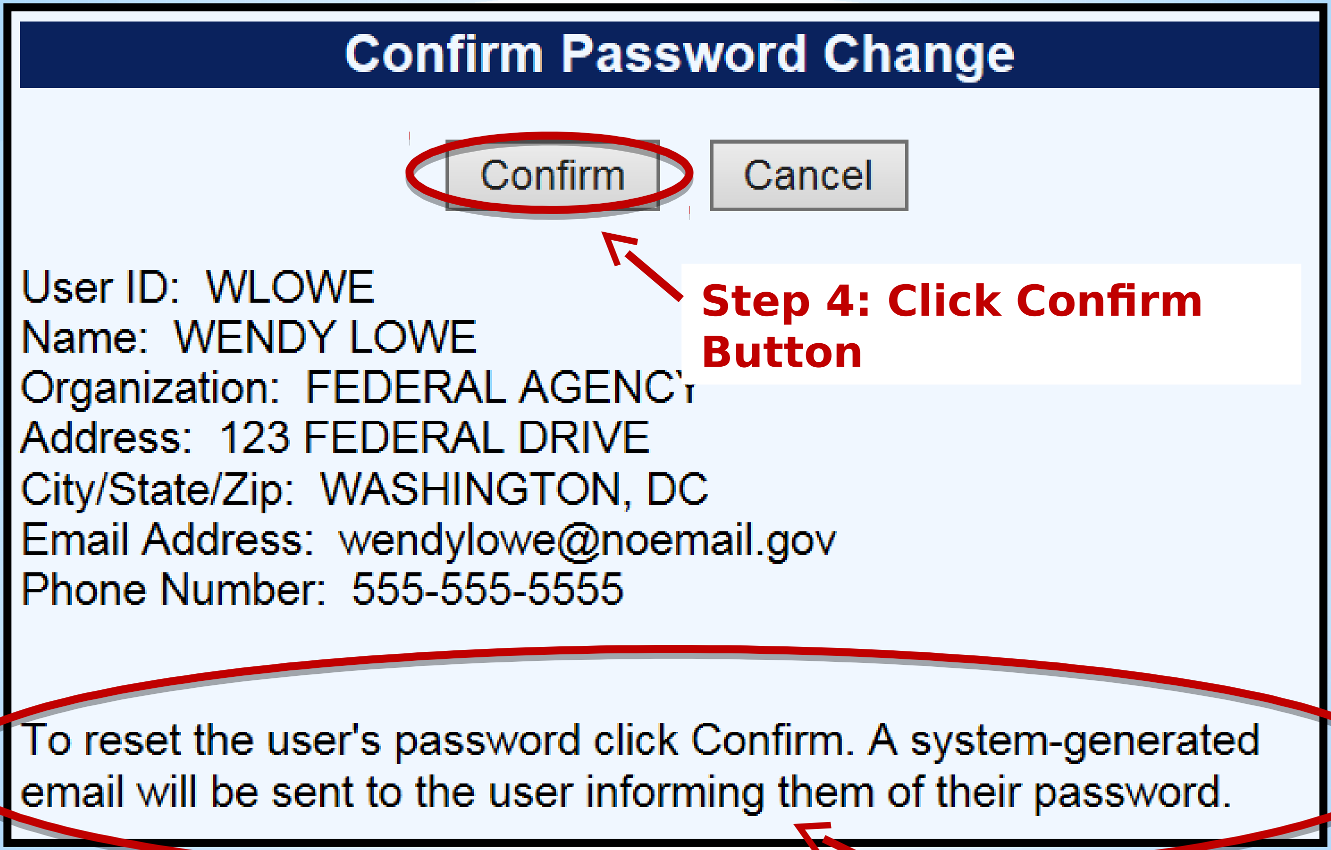
Search
Add Access to User
User Profile
Reset Password
Delete User
Transfer
Remove
Change Role
Clone
Manage Alternate Focal Point(s)
Return to the Main Menu

Step 1: Select User Button

Step 2: Select User

Step 3: Click Reset Password Button

Manage Access by User
Reset Password



Confirm Password Change

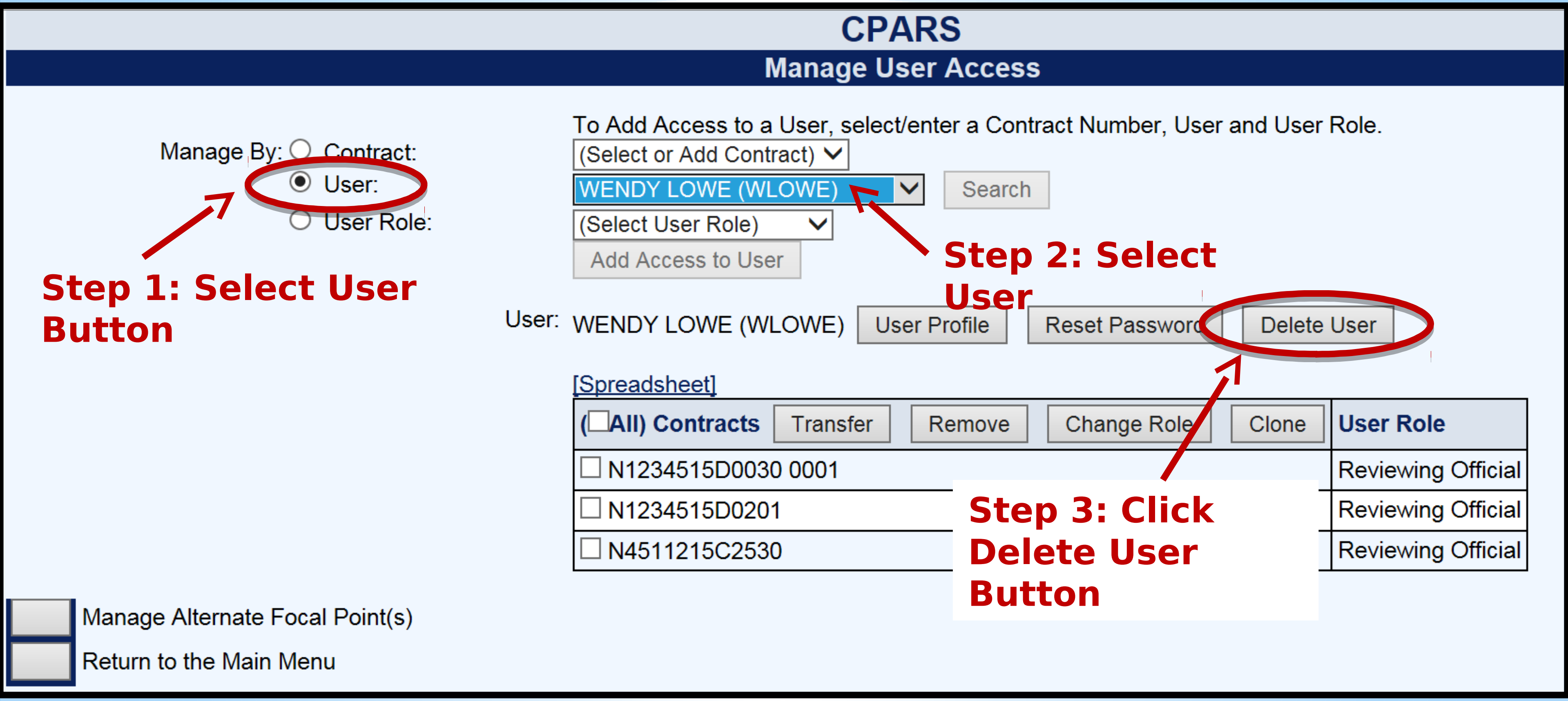
User ID: WLOWE
Name: WENDY LOWE
Organization: FEDERAL AGENCY
Address: 123 FEDERAL DRIVE
City/State/Zip: WASHINGTON, DC
Email Address: wendylowe@noemail.gov
Phone Number: 555-555-5555

To reset the user's password click Confirm. A system-generated email will be sent to the user informing them of their password.

Step 4: Click Confirm Button

User receives email notification with their new temporary password.

Manage Access by User
Delete User



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ○ Contract: (Select or Add Contract)

● User: WENDY LOWE (WLOWE)

○ User Role: (Select User Role)

User: WENDY LOWE (WLOWE)

☐ (All) Contracts	User Role
☐ N1234515D0030 0001	Reviewing Official
☐ N1234515D0201	Reviewing Official
☐ N4511215C2530	Reviewing Official

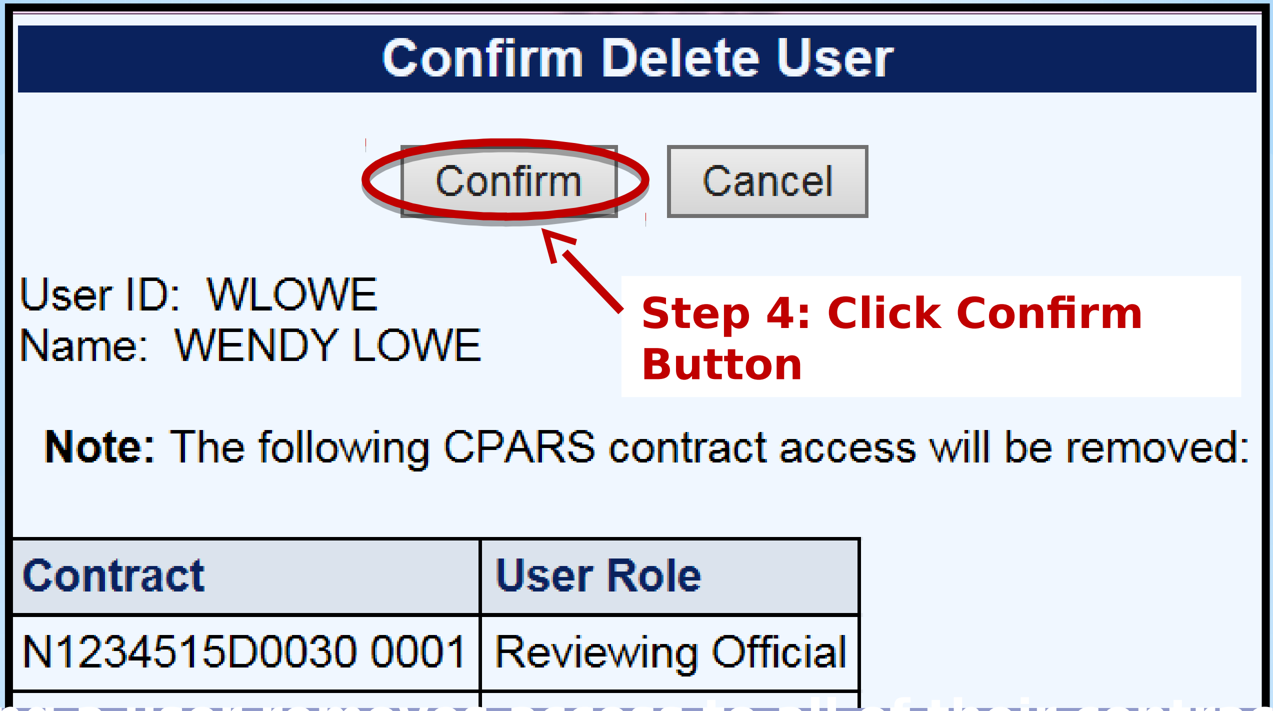
Search
Add Access to User
User Profile
Reset Password
Delete User
[Spreadsheet]
Transfer
Remove
Change Role
Clone
Manage Alternate Focal Point(s)
Return to the Main Menu

Step 1: Select User Button

Step 2: Select User

Step 3: Click Delete User Button

Manage Access by User
Delete User



Confirm Delete User

User ID: WLOWE
Name: WENDY LOWE

Step 4: Click Confirm Button

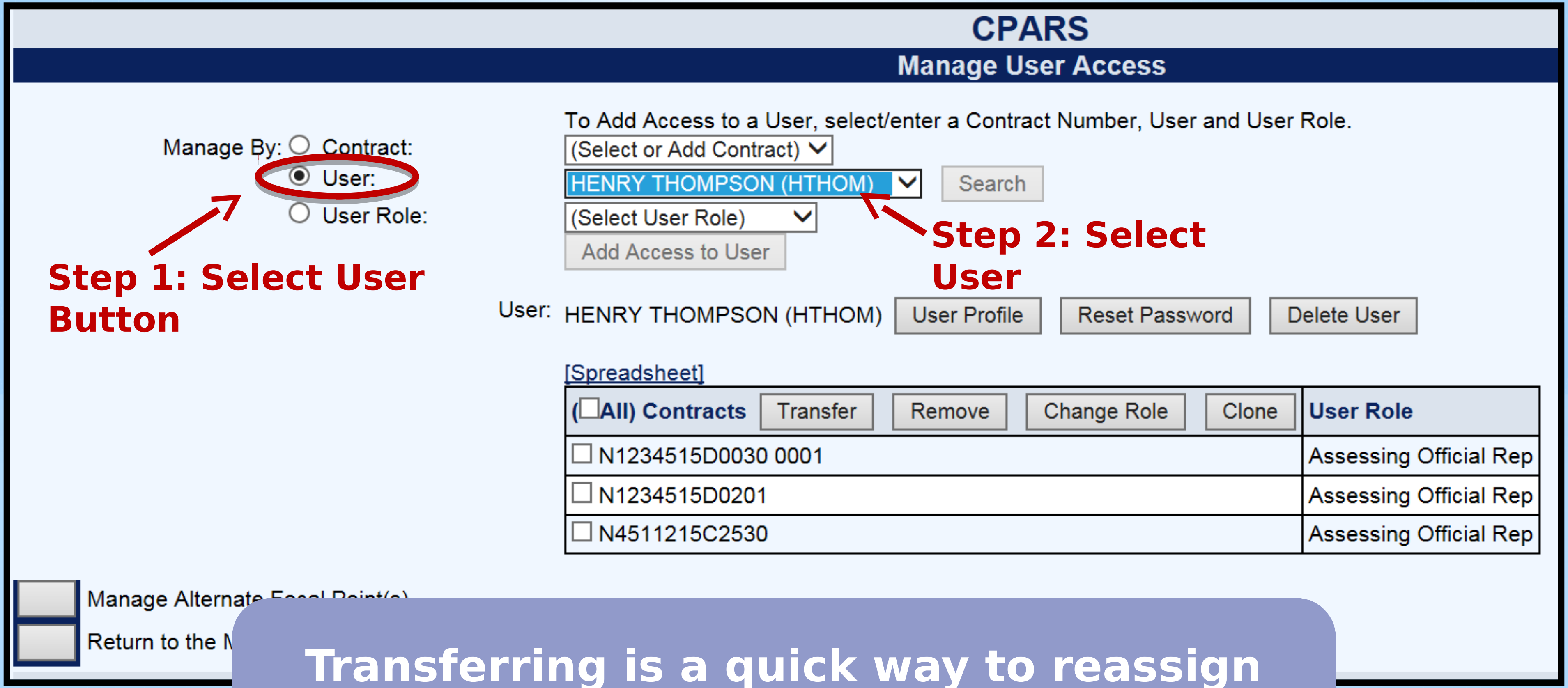
Note: The following CPARS contract access will be removed:

Contract	User Role
N1234515D0030 0001	Reviewing Official

Deleting a user removes access to all of their contracts and deletes their account entirely. Once a user is deleted, they no longer have access to CPARS.

IMPORTANT NOTE: If the user you are deleting is being replaced by someone else, it is better to use the Transfer function instead of the Delete Function so that you can reassign their contracts before you delete their account.

Manage Access by User Transfer Access



CPARS

Manage User Access

Manage By: ○ Contract:
● User:
○ User Role:

To Add Access to a User, select/enter a Contract Number, User and User Role.

(Select or Add Contract)

HENRY THOMPSON (HTHOM)

(Select User Role)

User: HENRY THOMPSON (HTHOM)

Search
Add Access to User
User Profile
Reset Password
Delete User
[Spreadsheet]
Transfer
Remove
Change Role
Clone
Manage Alternate Focal Point(s)
Return to the M

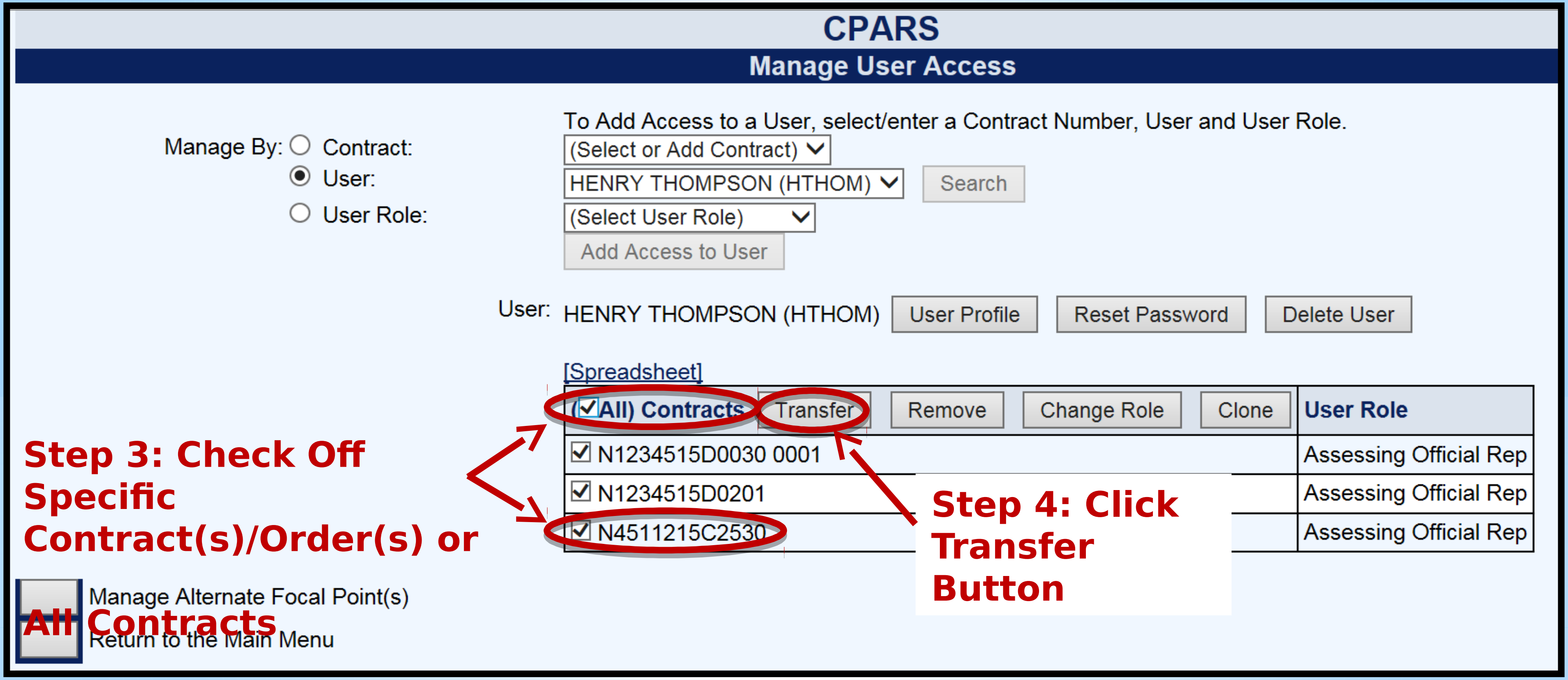
(☐All) Contracts	User Role
☐ N1234515D0030 0001	Assessing Official Rep
☐ N1234515D0201	Assessing Official Rep
☐ N4511215C2530	Assessing Official Rep

Step 1: Select User Button

Step 2: Select User

Transferring is a quick way to reassign contract(s)/order(s) from one user to another.

Manage Access by User
Transfer Access


CPARS
Manage User Access

Manage By: ○ Contract: ● User: ○ User Role:

To Add Access to a User, select/enter a Contract Number, User and User Role.

(Select or Add Contract)

HENRY THOMPSON (HTHOM)

(Select User Role)

Search
Add Access to User

User: HENRY THOMPSON (HTHOM)

User Profile
Reset Password
Delete User
[Spreadsheet]
Transfer
Remove
Change Role
Clone

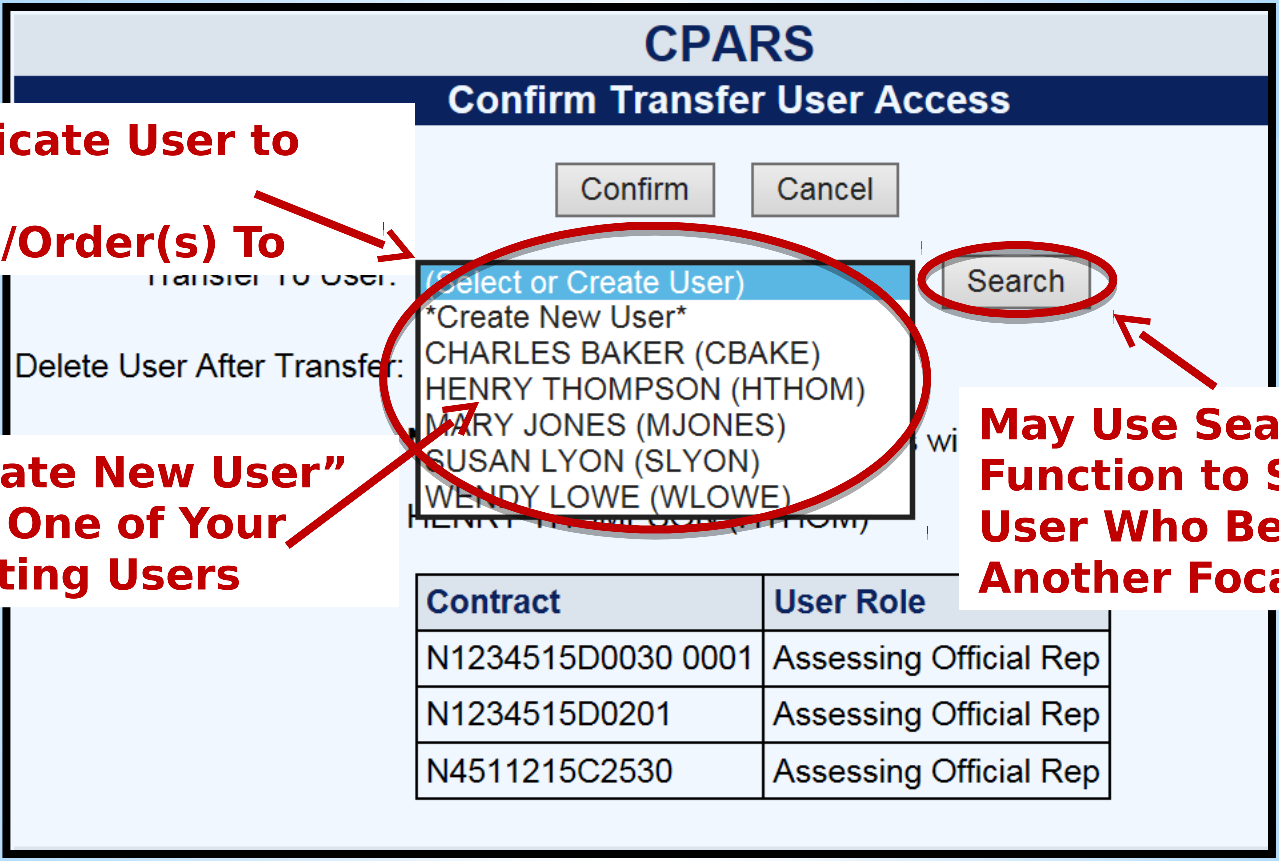
☑ (All) Contracts	User Role
☑ N1234515D0030 0001	Assessing Official Rep
☑ N1234515D0201	Assessing Official Rep
☑ N4511215C2530	Assessing Official Rep

Manage Alternate Focal Point(s)
Return to the Main Menu

Step 3: Check Off Specific Contract(s)/Order(s) or All Contracts

Step 4: Click Transfer Button

Manage Access by User Transfer Access



CPARS

Confirm Transfer User Access

Confirm
Cancel
Transfer To User:
Search
(Select or Create User)
Create New User
CHARLES BAKER (CBAKE)
HENRY THOMPSON (HTHOM)
MARY JONES (MJONES)
SUSAN LYON (SLYON)
WENDY LOWE (WLOWE)

Delete User After Transfer:

HENRY THOMPSON (HTHOM)

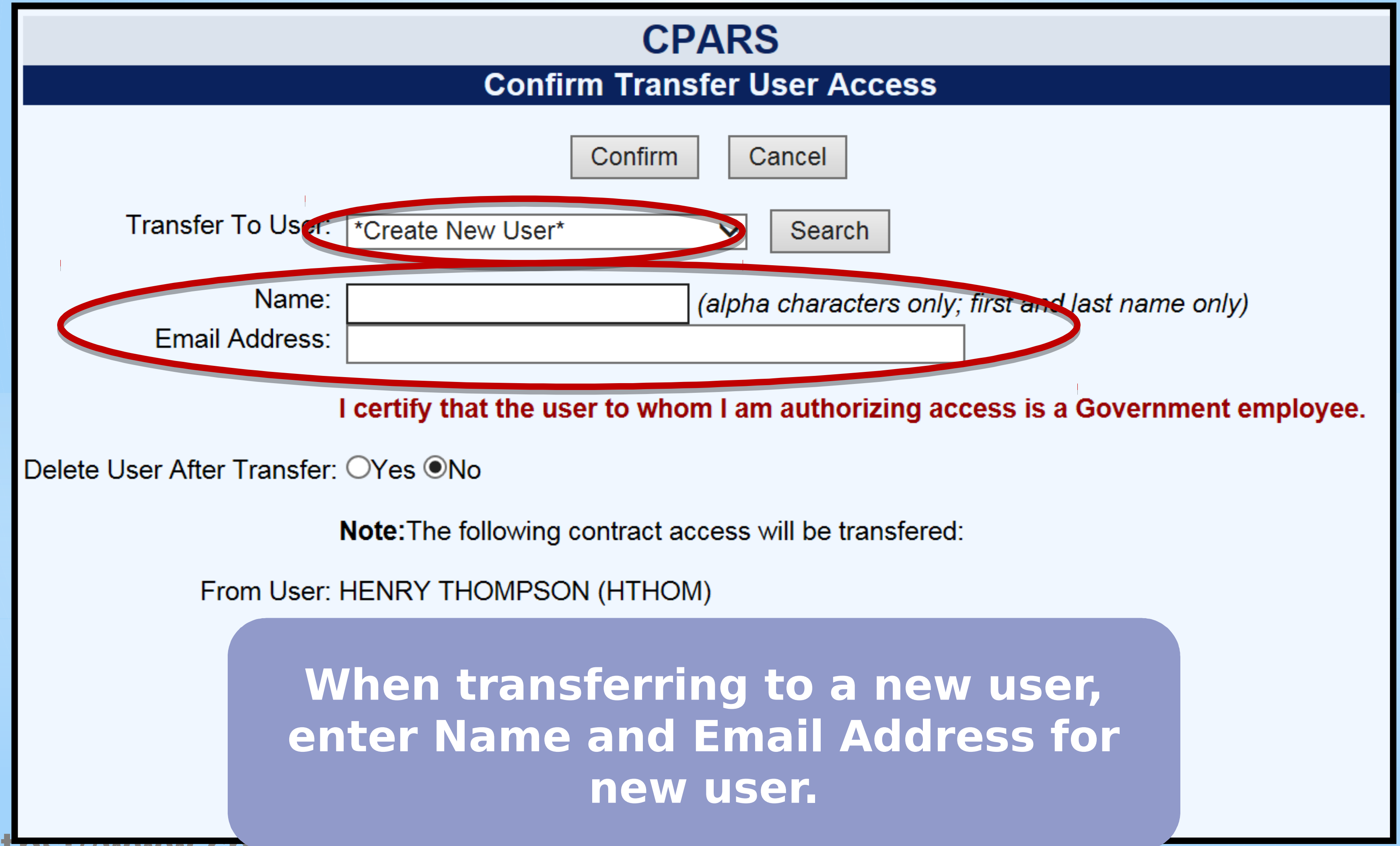
Contract	User Role
N1234515D0030 0001	Assessing Official Rep
N1234515D0201	Assessing Official Rep
N4511215C2530	Assessing Official Rep

Step 5: Indicate User to Transfer Contract(s)/Order(s) To

May "Create New User" or Select One of Your Own Existing Users

May Use Search Function to Select a User Who Belongs to Another Focal Point

Manage Access by User Transfer Access



CPARS

Confirm Transfer User Access

Transfer To User: *Create New User*

Name: (alpha characters only; first and last name only)

Email Address:

I certify that the user to whom I am authorizing access is a Government employee.

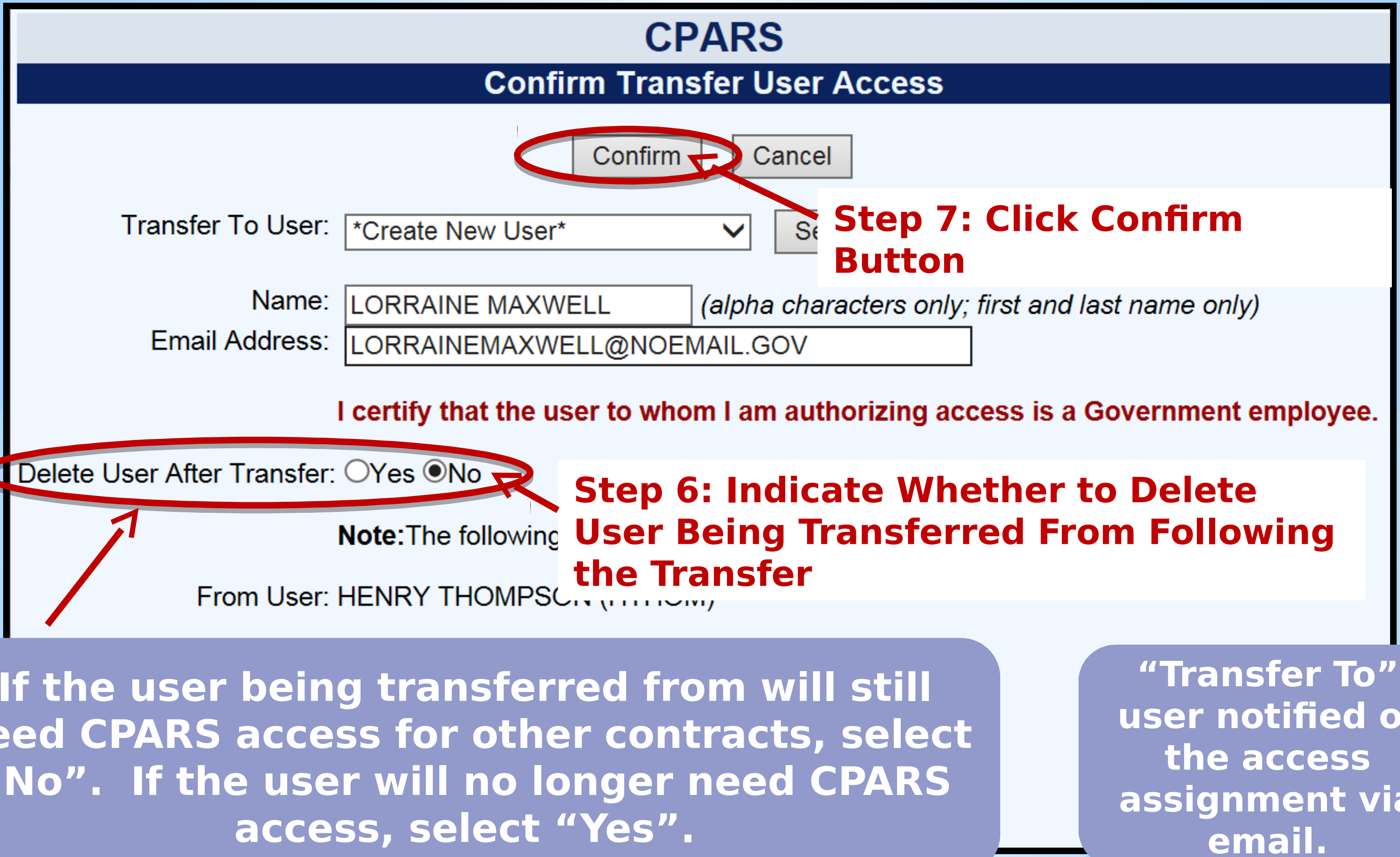
Delete User After Transfer: ○Yes ●No

Note: The following contract access will be transfered:

From User: HENRY THOMPSON (HTHOM)

When transferring to a new user, enter Name and Email Address for new user.

Manage Access by User Transfer Access



Confirm Transfer User Access

Transfer To User: *Create New User*

Name: LORRAINE MAXWELL *(alpha characters only; first and last name only)*

Email Address: LORRAINEMAXWELL@NOEMAIL.GOV

I certify that the user to whom I am authorizing access is a Government employee.

Delete User After Transfer: ○Yes ●No

Note: The following

From User: HENRY THOMPS

Step 7: Click Confirm Button

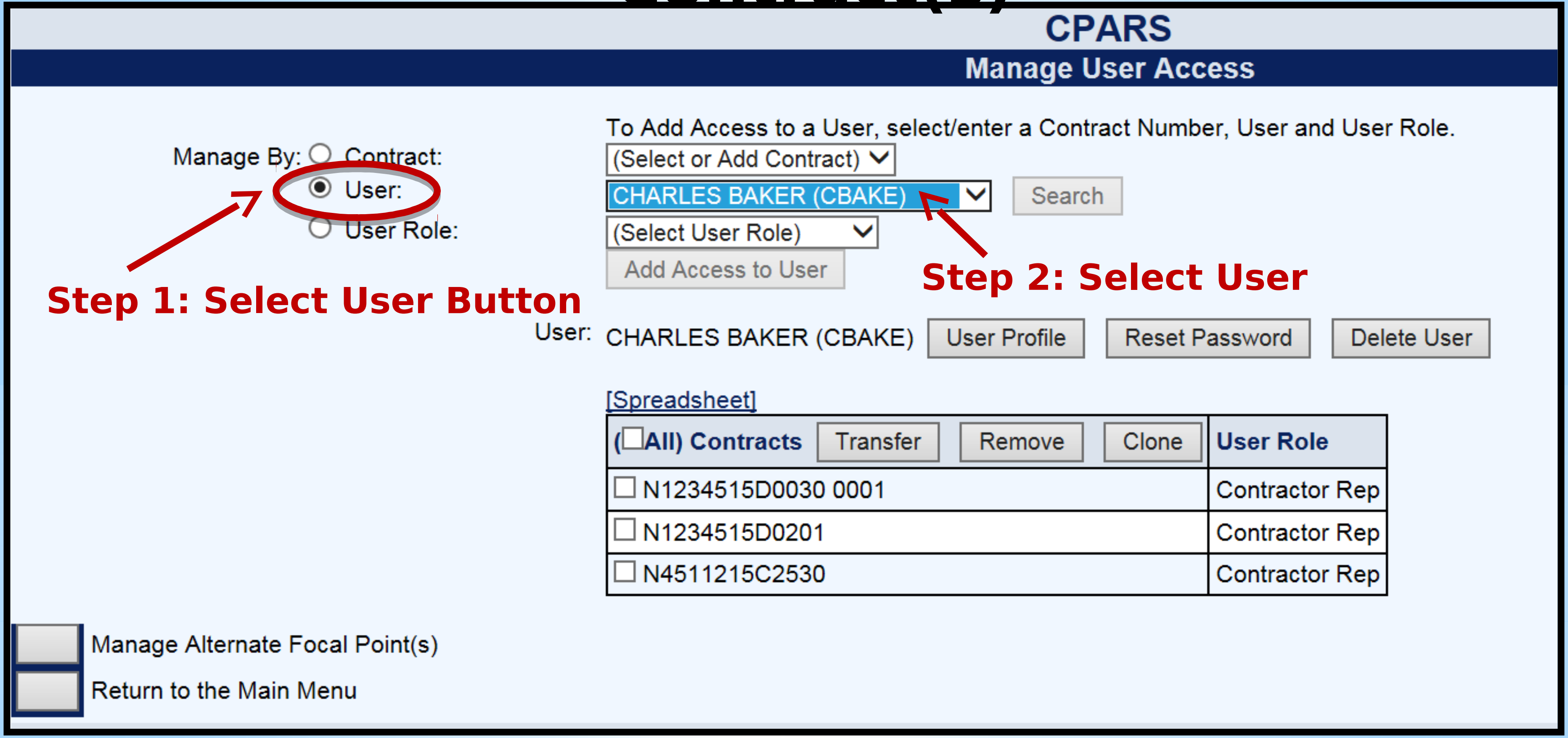
Step 6: Indicate Whether to Delete User Being Transferred From Following the Transfer

If the user being transferred from will still need CPARS access for other contracts, select "No". If the user will no longer need CPARS access, select "Yes".

"Transfer To" user notified of the access assignment via email.

Manage Access by User

Remove User's Access to Contract(s)


Search
Add Access to User
User Profile
Reset Password
Delete User
Transfer
Remove
Clone
Manage Alternate Focal Point(s)
Return to the Main Menu

CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ○ Contract: (Select or Add Contract)
● User: CHARLES BAKER (CBAKE)
○ User Role: (Select User Role)

Step 1: Select User Button

Step 2: Select User

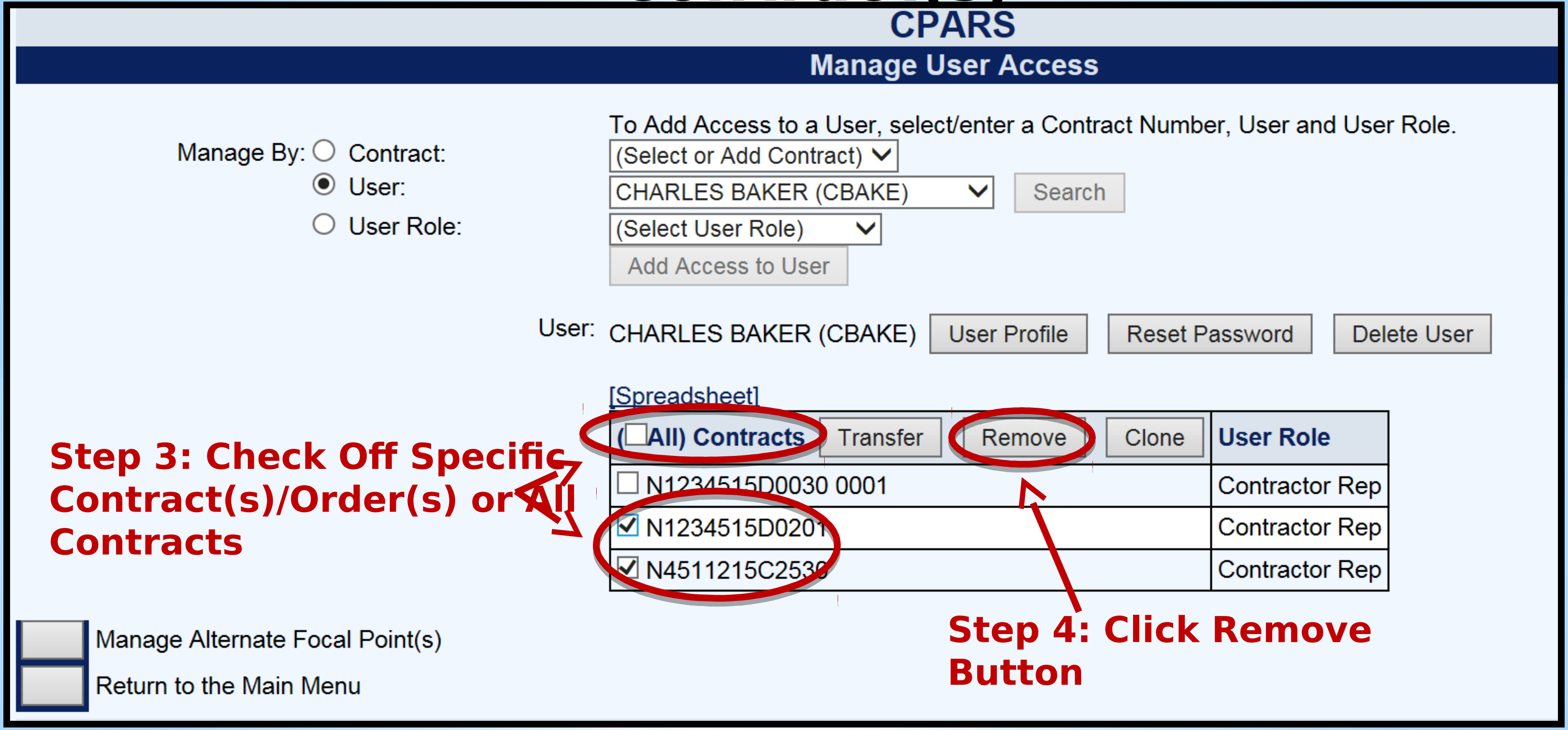
User: CHARLES BAKER (CBAKE)

[Spreadsheet]

(☐All) Contracts	User Role
☐ N1234515D0030 0001	Contractor Rep
☐ N1234515D0201	Contractor Rep
☐ N4511215C2530	Contractor Rep

Manage Access by User

Remove User's Access to Contract(s)



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ○ Contract: (Select or Add Contract)

● User: CHARLES BAKER (CBAKE) Search

○ User Role: (Select User Role)

Add Access to User

User: CHARLES BAKER (CBAKE) User Profile Reset Password Delete User

[Spreadsheet]

(☐All) Contracts Transfer Remove Clone	User Role
☐ N1234515D0030 0001	Contractor Rep
☑ N1234515D0201	Contractor Rep
☑ N4511215C2530	Contractor Rep

Manage Alternate Focal Point(s)

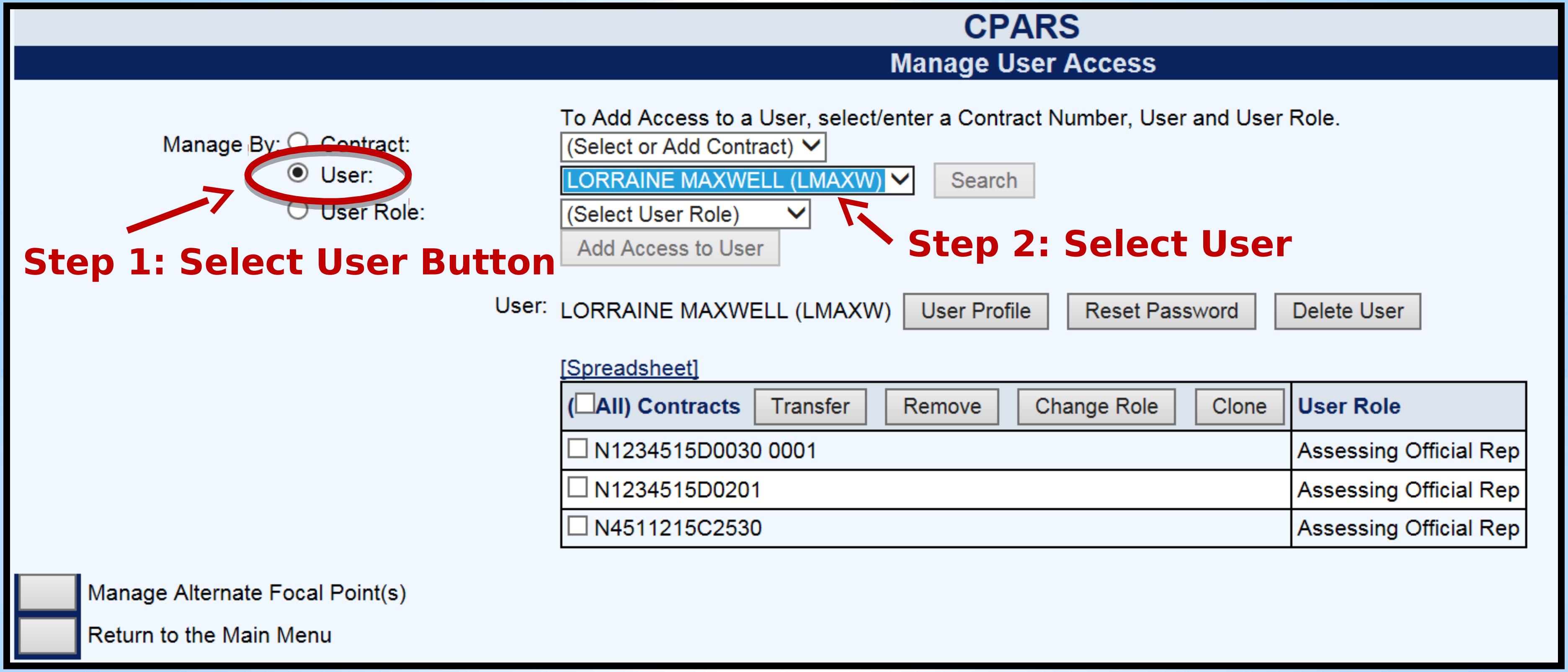
Return to the Main Menu

Step 3: Check Off Specific Contract(s)/Order(s) or All Contracts

Step 4: Click Remove Button

Manage Access by User

Change Role



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ○ Contract: (Select or Add Contract)
● User: LORRAINE MAXWELL (LMAXW)
○ User Role: (Select User Role)

Search
Add Access to User

Step 1: Select User Button

Step 2: Select User

User: LORRAINE MAXWELL (LMAXW)

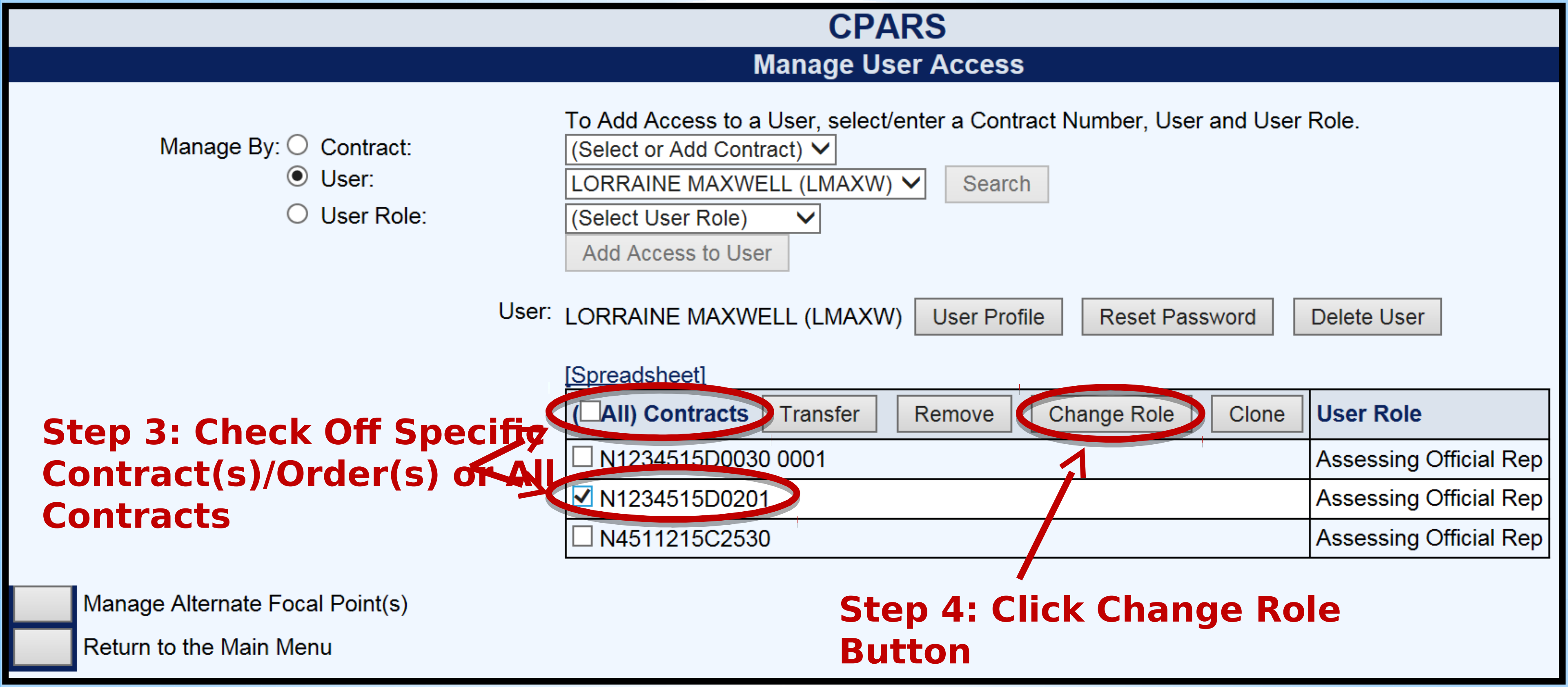
User Profile
Reset Password
Delete User
[Spreadsheet]
Transfer
Remove
Change Role
Clone

(☐All) Contracts	User Role
☐ N1234515D0030 0001	Assessing Official Rep
☐ N1234515D0201	Assessing Official Rep
☐ N4511215C2530	Assessing Official Rep

Manage Alternate Focal Point(s)

Return to the Main Menu

Manage Access by User Change Role



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ○ Contract: (Select or Add Contract)
● User: LORRAINE MAXWELL (LMAXW) [Search]
○ User Role: (Select User Role)
[Add Access to User]

User: LORRAINE MAXWELL (LMAXW) User Profile Reset Password Delete User

[Spreadsheet]

☐(All) Contracts [Transfer] [Remove] [Change Role] [Clone]	User Role
☐ N1234515D0030 0001	Assessing Official Rep
☑ N1234515D0201	Assessing Official Rep
☐ N4511215C2530	Assessing Official Rep

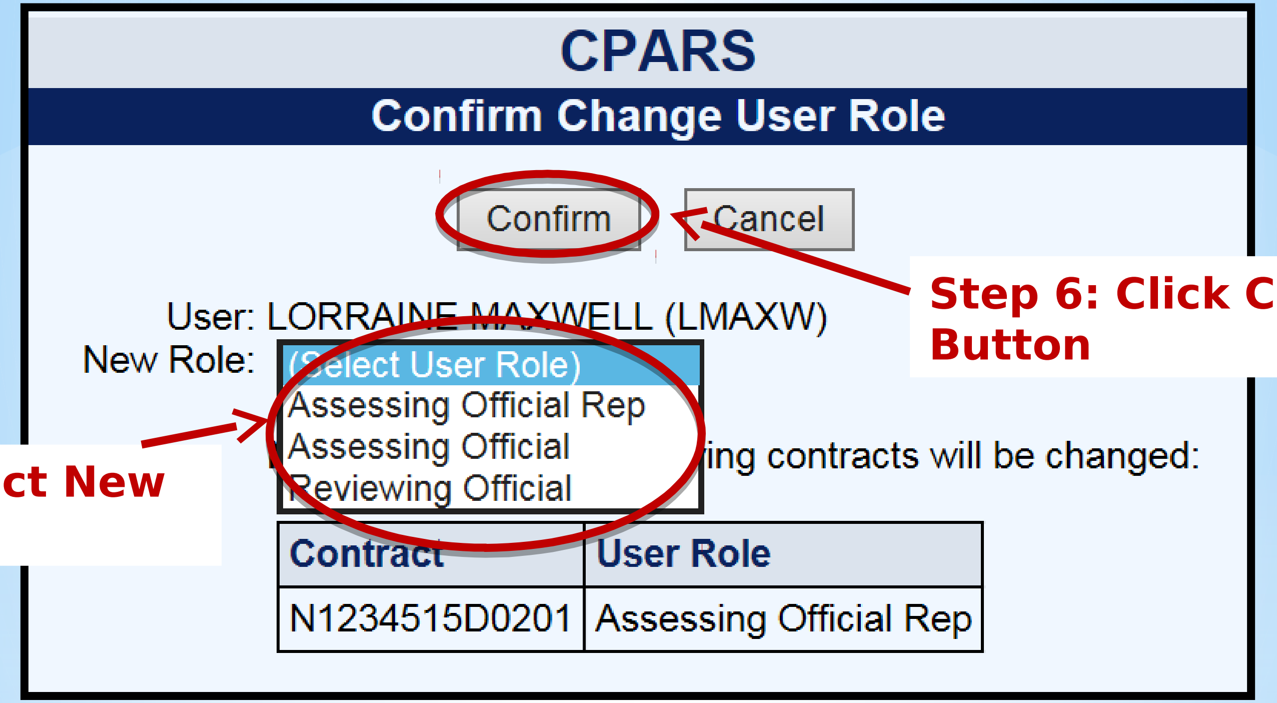
Manage Alternate Focal Point(s)

Return to the Main Menu

Step 3: Check Off Specific Contract(s)/Order(s) or All Contracts

Step 4: Click Change Role Button

Manage Access by User Change Role



CPARS

Confirm Change User Role

Confirm
Cancel

User: LORRAINE MAXWELL (LMAXW)

New Role:

(Select User Role)
Assessing Official Rep
Assessing Official
Reviewing Official

ing contracts will be changed:

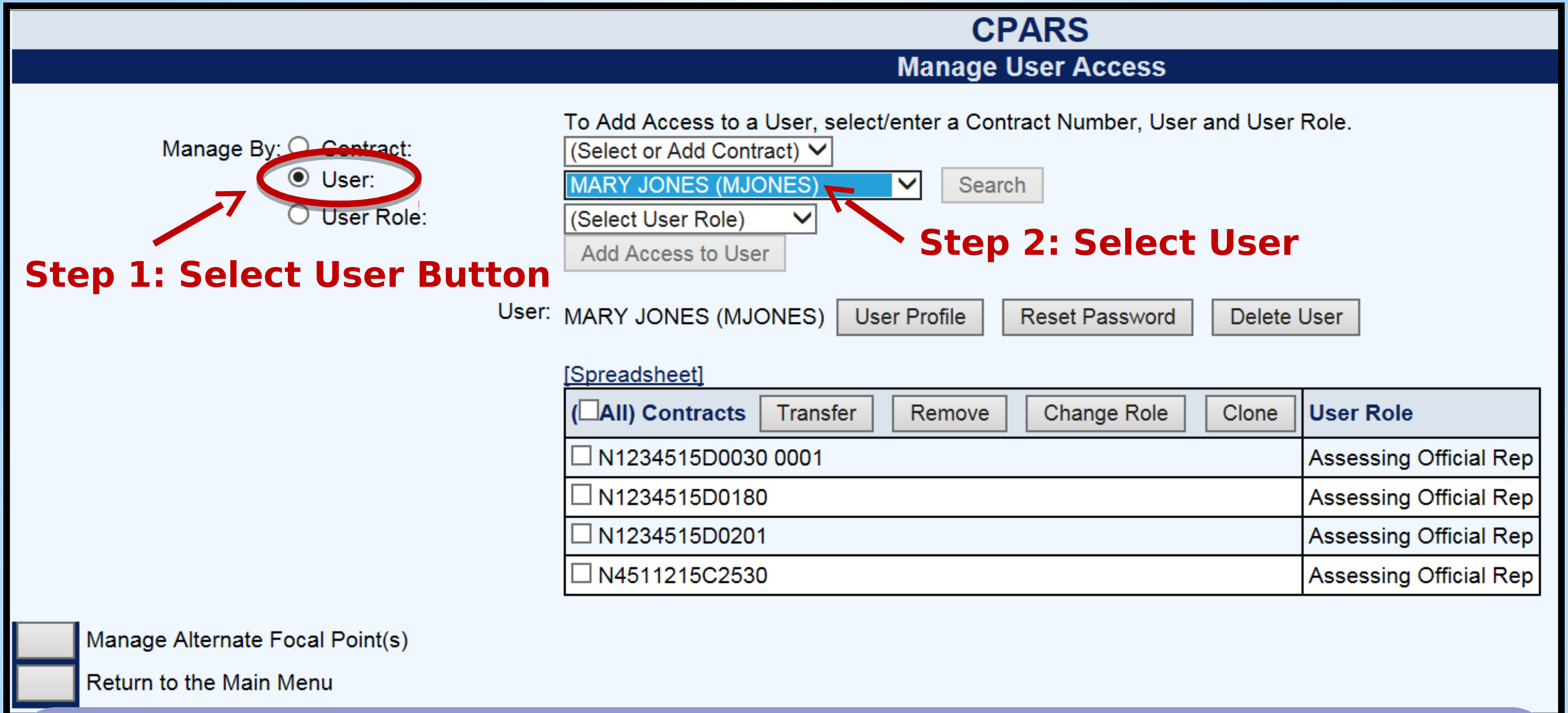
Contract	User Role
N1234515D0201	Assessing Official Rep

Step 6: Click Confirm Button

Step 5: Select New Role

You can change any Government user's access to any of the other Government roles (Assessing Official Rep, Assessing Official, Reviewing Official).

Manage Access by User
Clone User Access



CPARS

Manage User Access

Manage By: ○ Contract:
● User:
○ User Role:

To Add Access to a User, select/enter a Contract Number, User and User Role.

(Select or Add Contract)
MARY JONES (MJONES)
(Select User Role)

User: MARY JONES (MJONES)

[Spreadsheet]

(☐All) Contracts	User Role
☐ N1234515D0030 0001	Assessing Official Rep
☐ N1234515D0180	Assessing Official Rep
☐ N1234515D0201	Assessing Official Rep
☐ N4511215C2530	Assessing Official Rep

Manage Alternate Focal Point(s)
Return to the Main Menu

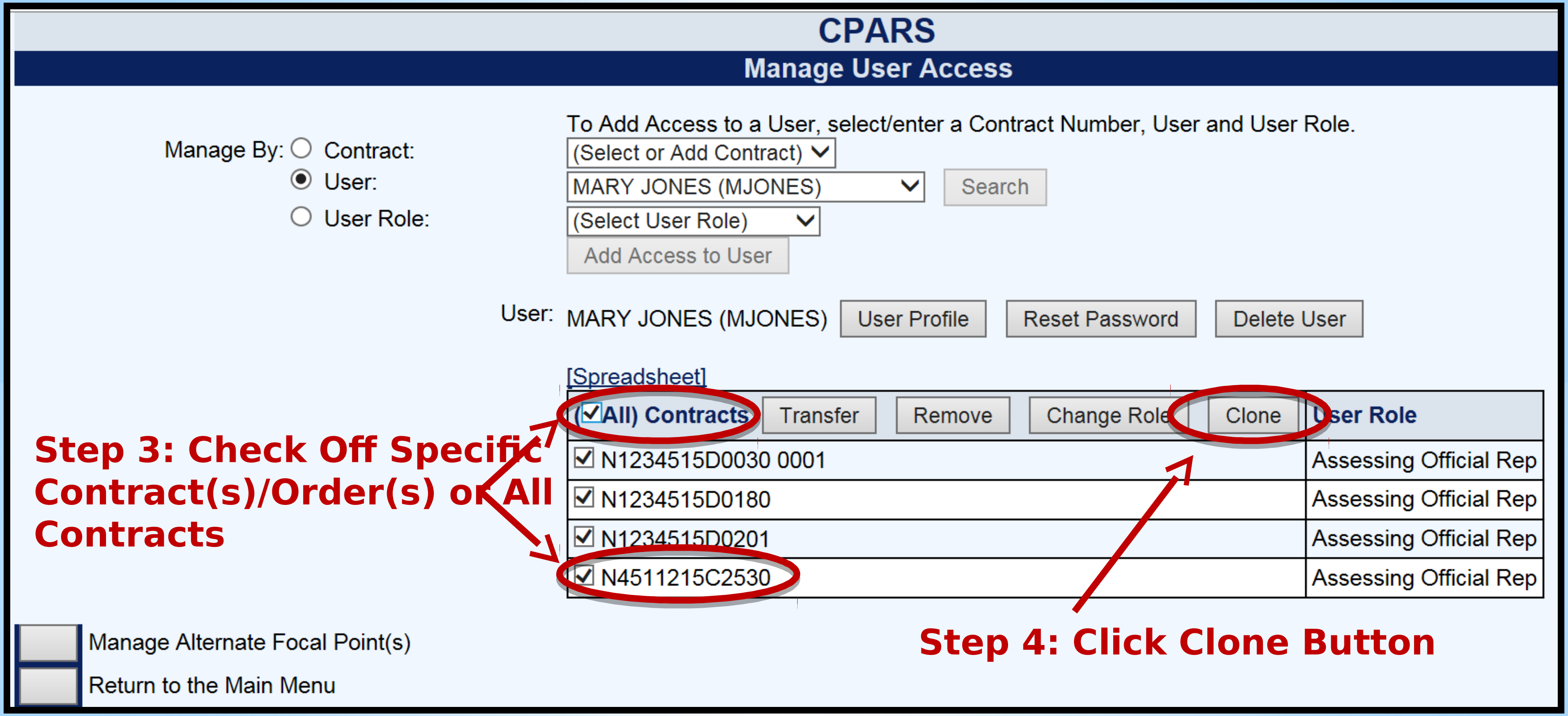
Search
Add Access to User
User Profile
Reset Password
Delete User
Transfer
Remove
Change Role
Clone

Step 1: Select User Button

Step 2: Select User

Cloning user access enables you to quickly assign a new/existing user to another user’s contract(s) in the same user role. This function is useful when you have multiple users who need access to the same contract(s), such as when a contract(s) has multiple Assessing Official Reps.

Manage Access by User
Clone User Access


Search
Add Access to User
User Profile
Reset Password
Delete User
Transfer
Remove
Change Role
Clone

CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ○ Contract: (Select or Add Contract)
● User: MARY JONES (MJONES)
○ User Role: (Select User Role)

User: MARY JONES (MJONES)

[Spreadsheet]

(☑All) Contracts	User Role
☑ N1234515D0030 0001	Assessing Official Rep
☑ N1234515D0180	Assessing Official Rep
☑ N1234515D0201	Assessing Official Rep
☑ N4511215C2530	Assessing Official Rep

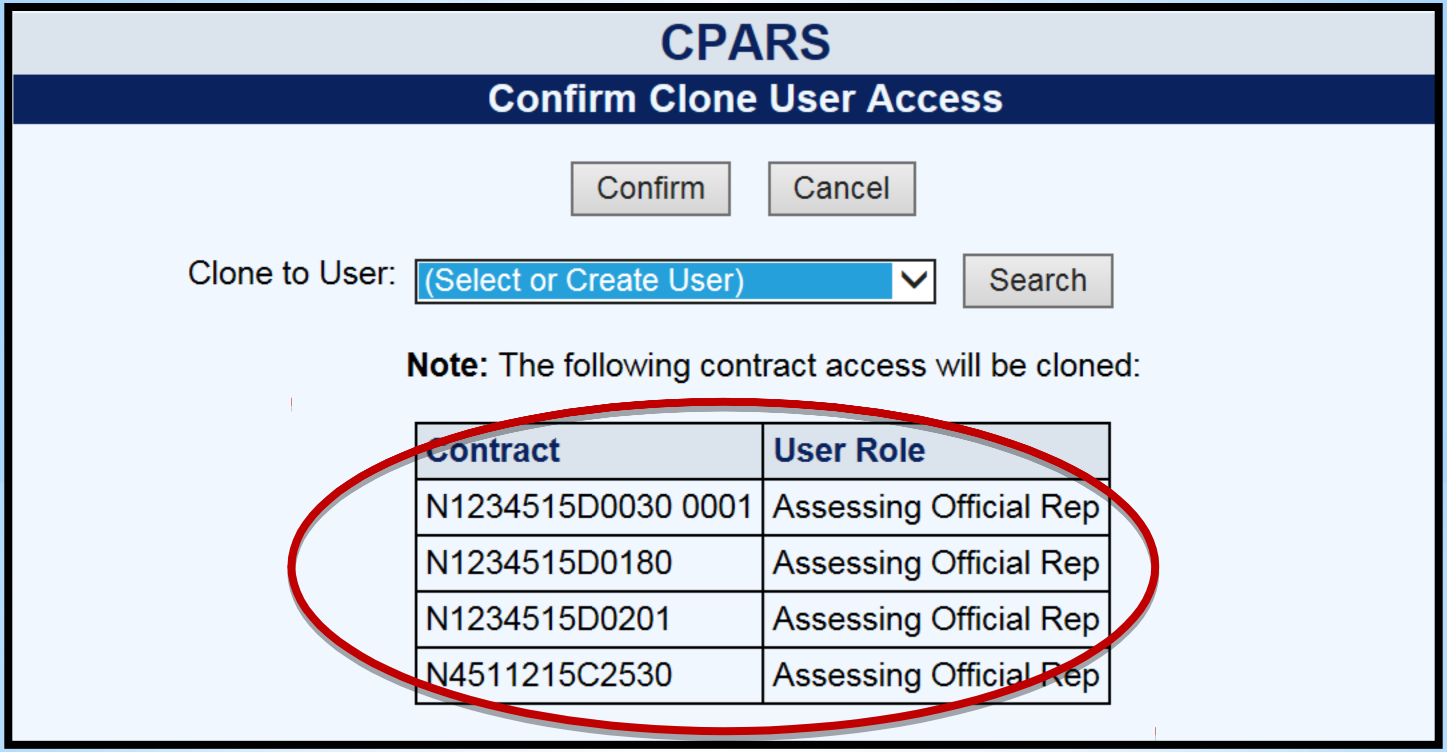
Manage Alternate Focal Point(s)

Return to the Main Menu

Step 3: Check Off Specific Contract(s)/Order(s) or All Contracts

Step 4: Click Clone Button

Manage Access by User
Clone User Access



CPARS

Confirm Clone User Access

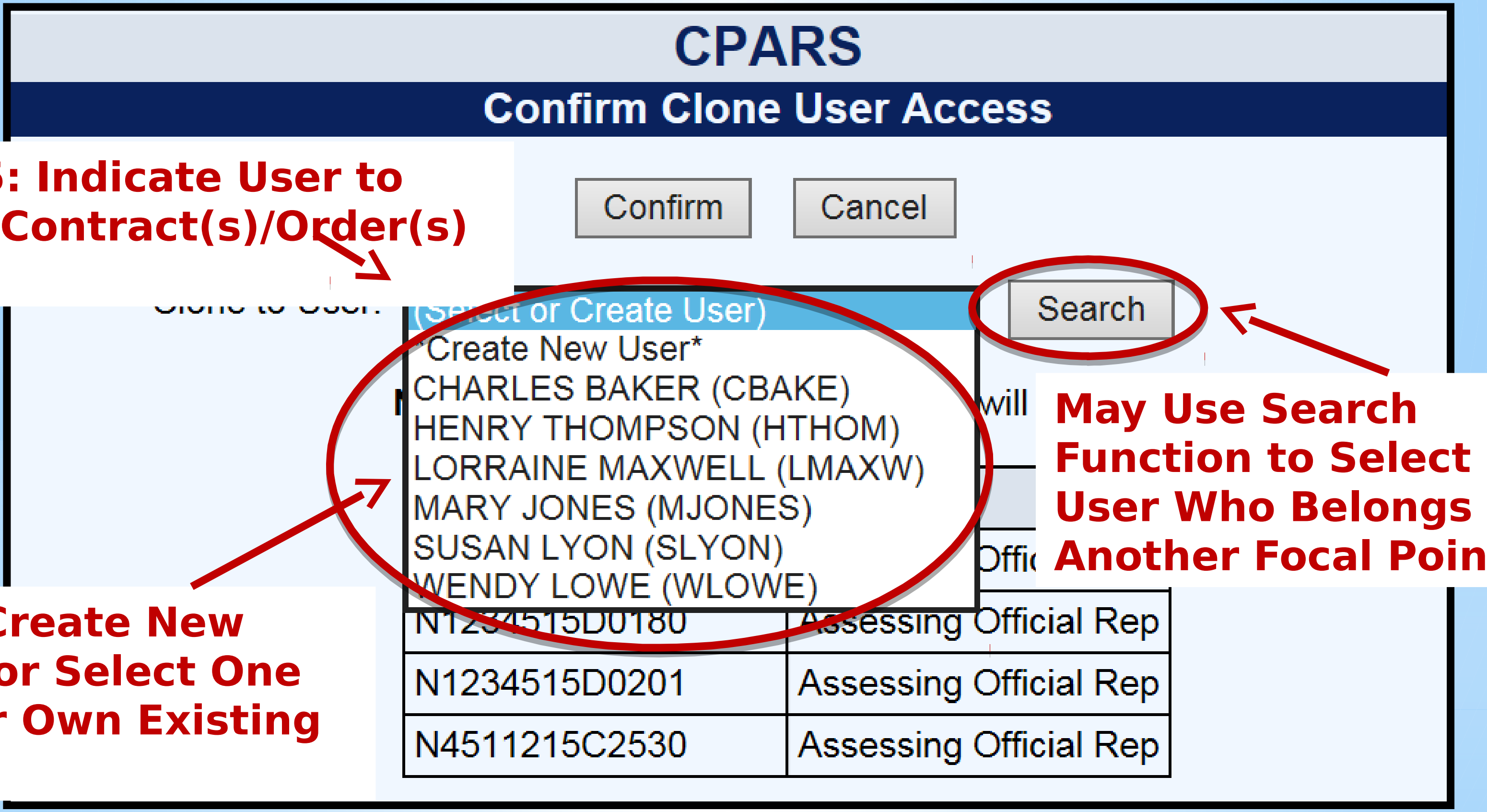
Clone to User: (Select or Create User)

Note: The following contract access will be cloned:

Contract	User Role
N1234515D0030 0001	Assessing Official Rep
N1234515D0180	Assessing Official Rep
N1234515D0201	Assessing Official Rep
N4511215C2530	Assessing Official Rep

The Confirm Clone User Access screen displays the list of contracts and user roles that will assigned, or “cloned”, to the new user.

Manage Access by User
Clone User Access



Clone to User:

(Select or Create User)
Create New User
CHARLES BAKER (CBAKE)
HENRY THOMPSON (HTHOM)
LORRAINE MAXWELL (LMAXW)
MARY JONES (MJONES)
SUSAN LYON (SLYON)
WENDY LOWE (WLOWE)

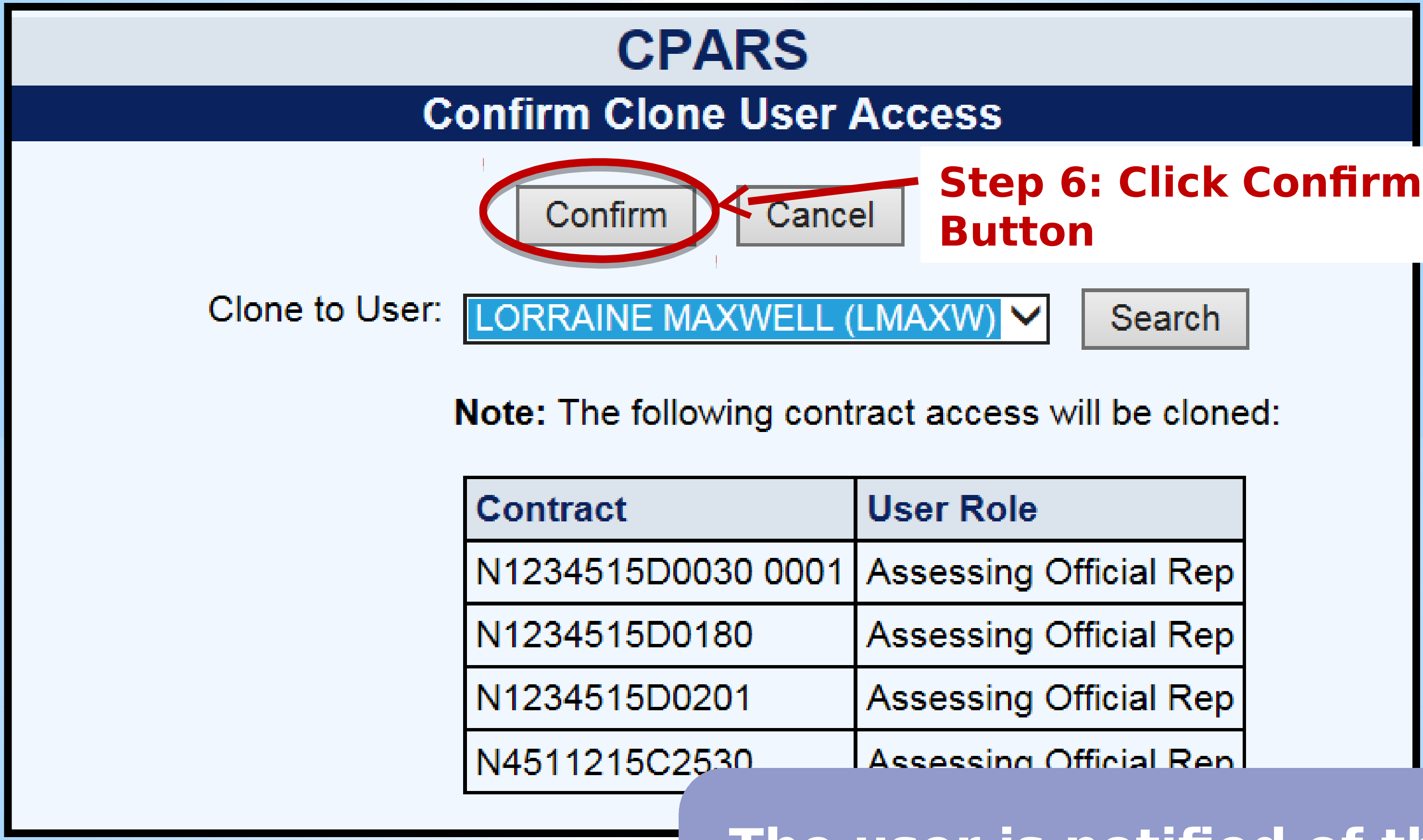
N1234515D0180	Assessing Official Rep
N1234515D0201	Assessing Official Rep
N4511215C2530	Assessing Official Rep

Step 5: Indicate User to Clone Contract(s)/Order(s) To

May Use Search Function to Select a User Who Belongs to Another Focal Point

May “Create New User” or Select One of Your Own Existing Users

Manage Access by User
Clone User Access



CPARS
Confirm Clone User Access
Confirm
Cancel
Search

Clone to User: LORRAINE MAXWELL (LMAXW)

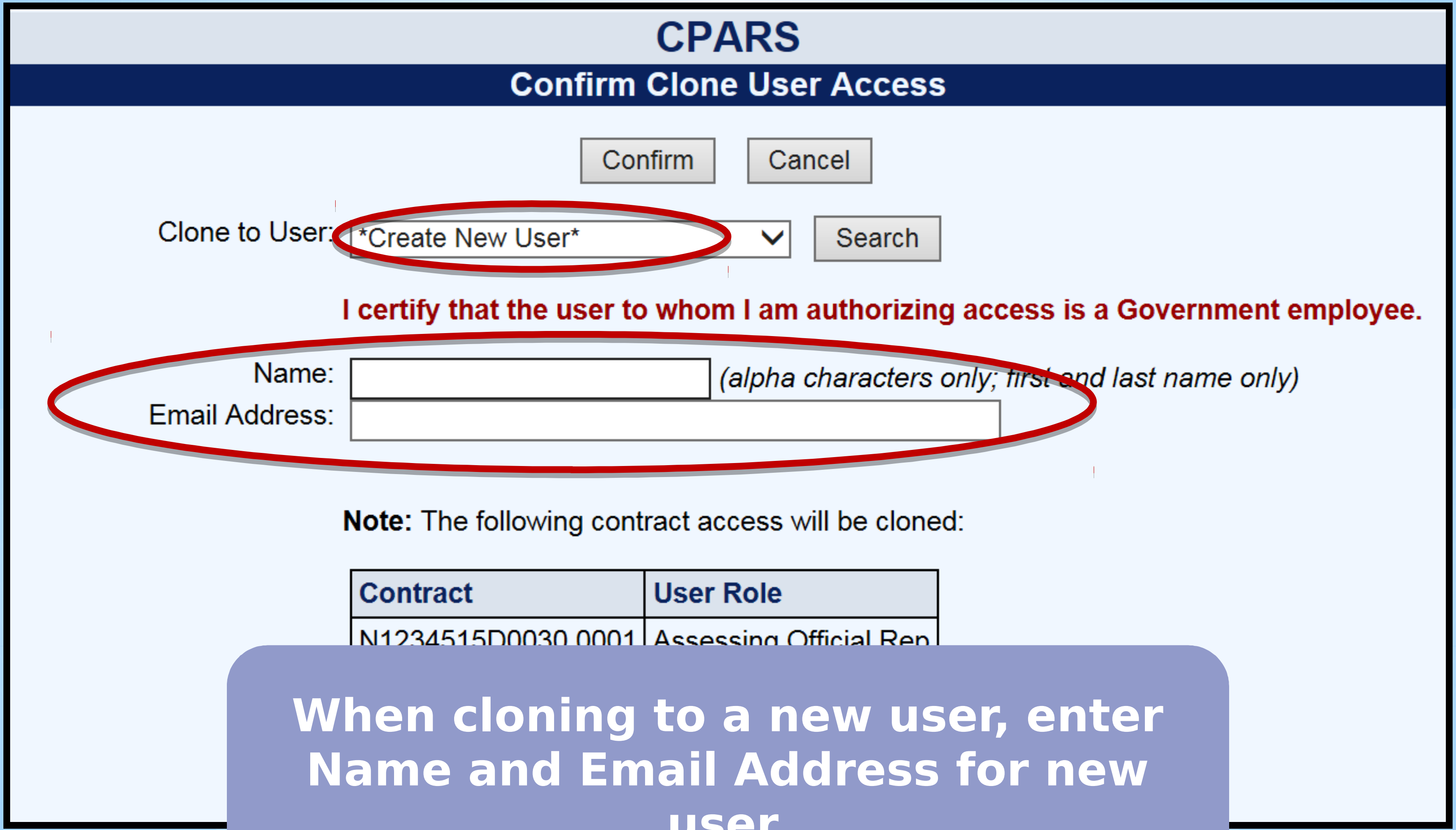
Note: The following contract access will be cloned:

Contract	User Role
N1234515D0030 0001	Assessing Official Rep
N1234515D0180	Assessing Official Rep
N1234515D0201	Assessing Official Rep
N4511215C2530	Assessing Official Rep

Step 6: Click Confirm Button

The user is notified of the access assignment via email.

Manage Access by User
Clone User Access



CPARS

Confirm Clone User Access

Clone to User: *Create New User*

I certify that the user to whom I am authorizing access is a Government employee.

Name: (alpha characters only; first and last name only)

Email Address:

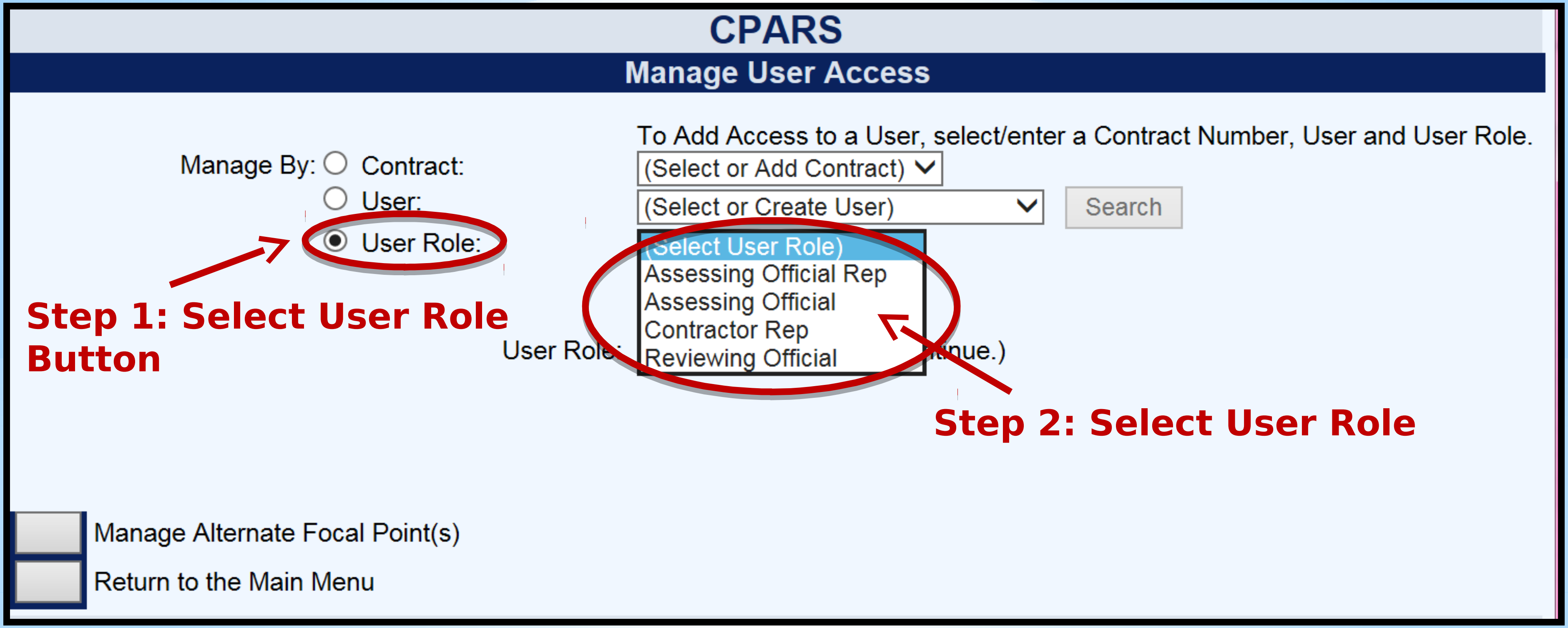
Note: The following contract access will be cloned:

Contract	User Role
N1234515D0030 0001	Assessing Official Rep

When cloning to a new user, enter Name and Email Address for new user.

Manage Access by User Role

View List of All Users With Specific Role



CPARS

Manage User Access

Manage By: ○ Contract:

○ User:

● User Role:

To Add Access to a User, select/enter a Contract Number, User and User Role.

(Select or Add Contract)

(Select or Create User)

Search

User Role:

(Select User Role)
Assessing Official Rep
Assessing Official
Contractor Rep
Reviewing Official

tinue.)

Manage Alternate Focal Point(s)

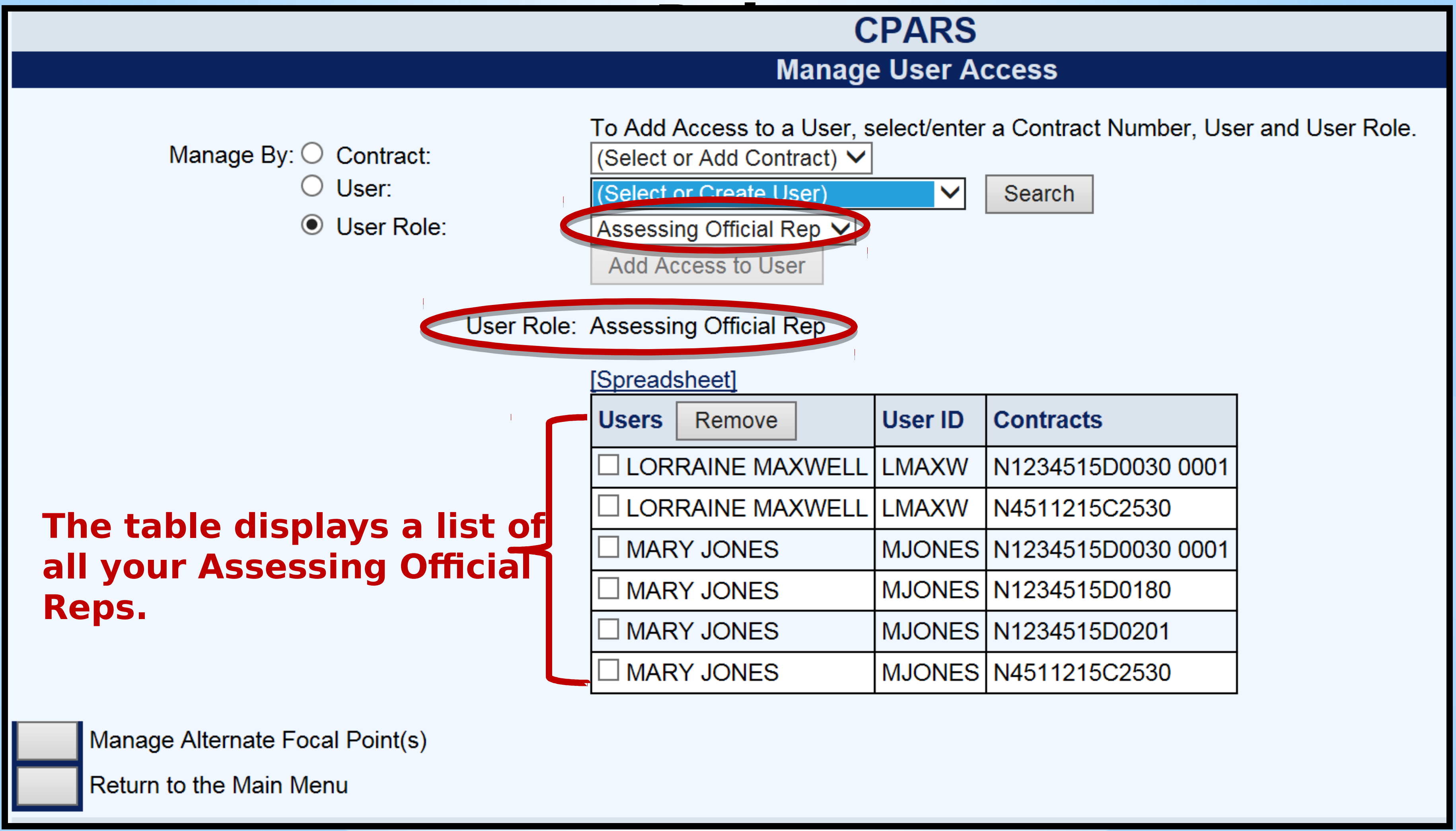
Return to the Main Menu

Step 1: Select User Role Button

Step 2: Select User Role

Manage Access by User Role

View List of All Users With Specific



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By:
○ Contract: (Select or Add Contract)
○ User: (Select or Create User) Search
● User Role: Assessing Official Rep

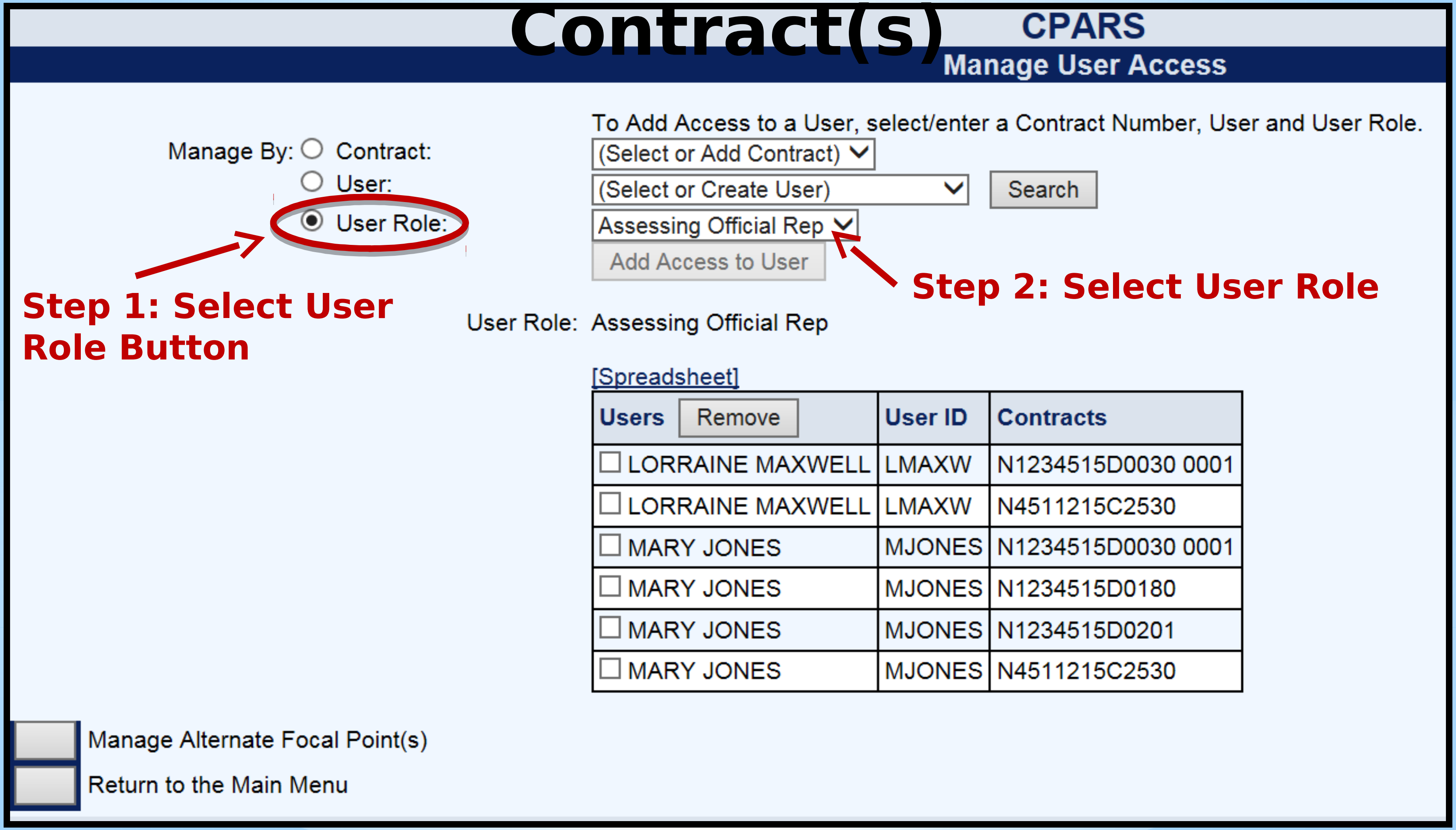
User Role: Assessing Official Rep

[Spreadsheet]

Users Remove	User ID	Contracts
☐ LORRAINE MAXWELL	LMAXW	N1234515D0030 0001
☐ LORRAINE MAXWELL	LMAXW	N4511215C2530
☐ MARY JONES	MJONES	N1234515D0030 0001
☐ MARY JONES	MJONES	N1234515D0180
☐ MARY JONES	MJONES	N1234515D0201
☐ MARY JONES	MJONES	N4511215C2530

The table displays a list of all your Assessing Official Reps.

Manage Access by User Role Remove User(s) Access to Contract(s)



CPARS

Manage User Access

Manage By: ○ Contract:

○ User:

● User Role:

To Add Access to a User, select/enter a Contract Number, User and User Role.

(Select or Add Contract)

(Select or Create User) Search

Assessing Official Rep

Add Access to User

User Role: Assessing Official Rep

[Spreadsheet]

Users Remove	User ID	Contracts
☐ LORRAINE MAXWELL	LMAXW	N1234515D0030 0001
☐ LORRAINE MAXWELL	LMAXW	N4511215C2530
☐ MARY JONES	MJONES	N1234515D0030 0001
☐ MARY JONES	MJONES	N1234515D0180
☐ MARY JONES	MJONES	N1234515D0201
☐ MARY JONES	MJONES	N4511215C2530

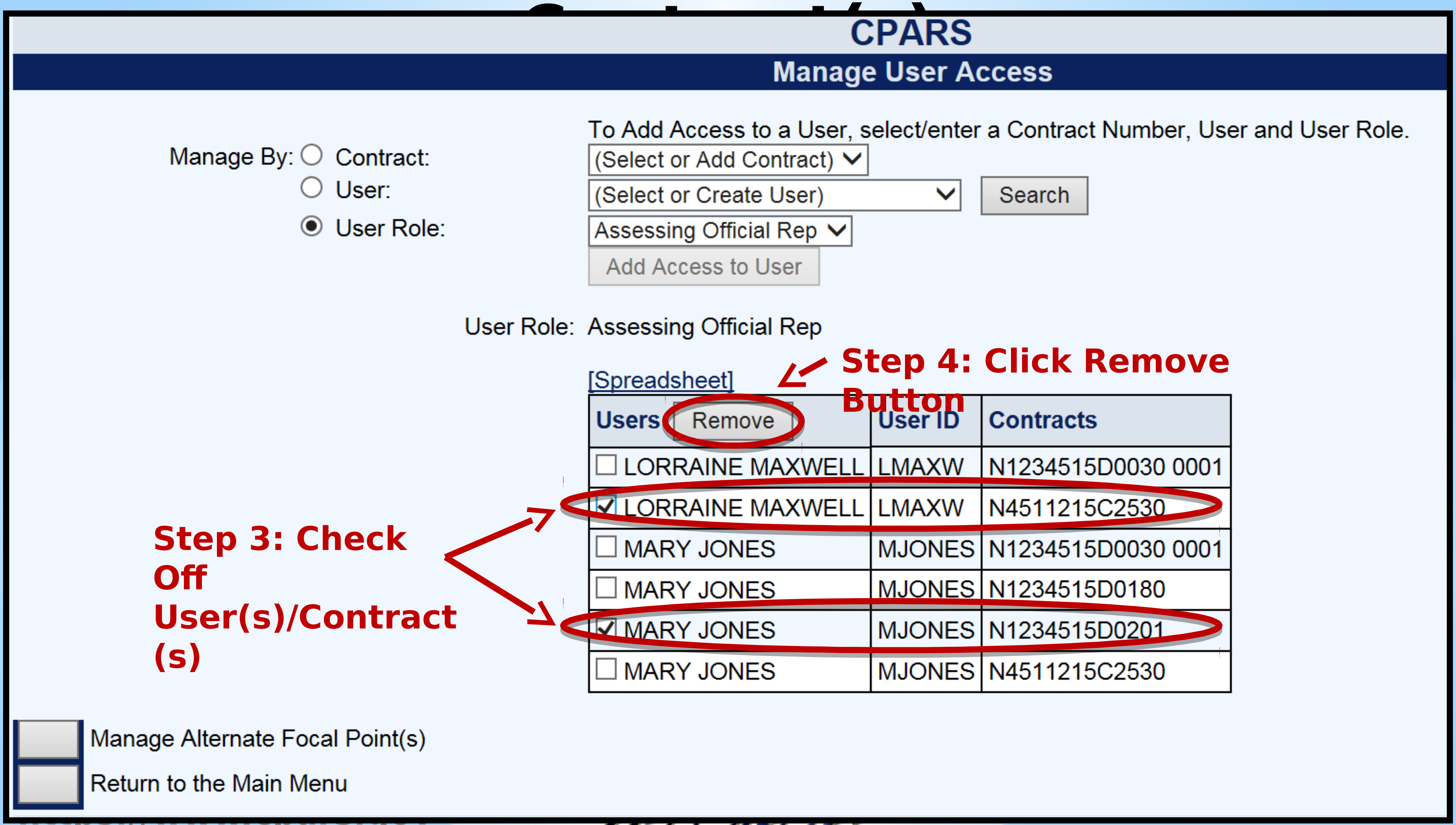
Manage Alternate Focal Point(s)

Return to the Main Menu

Step 1: Select User Role Button

Step 2: Select User Role

Manage Access by User Role Remove User(s) Access to



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ○ Contract: (Select or Add Contract)

○ User: (Select or Create User) Search

● User Role: Assessing Official Rep

Add Access to User

User Role: Assessing Official Rep

[Spreadsheet]

Step 4: Click Remove Button

Users Remove	User ID	Contracts
☐ LORRAINE MAXWELL	LMAXW	N1234515D0030 0001
☑ LORRAINE MAXWELL	LMAXW	N4511215C2530
☐ MARY JONES	MJONES	N1234515D0030 0001
☐ MARY JONES	MJONES	N1234515D0180
☑ MARY JONES	MJONES	N1234515D0201
☐ MARY JONES	MJONES	N4511215C2530

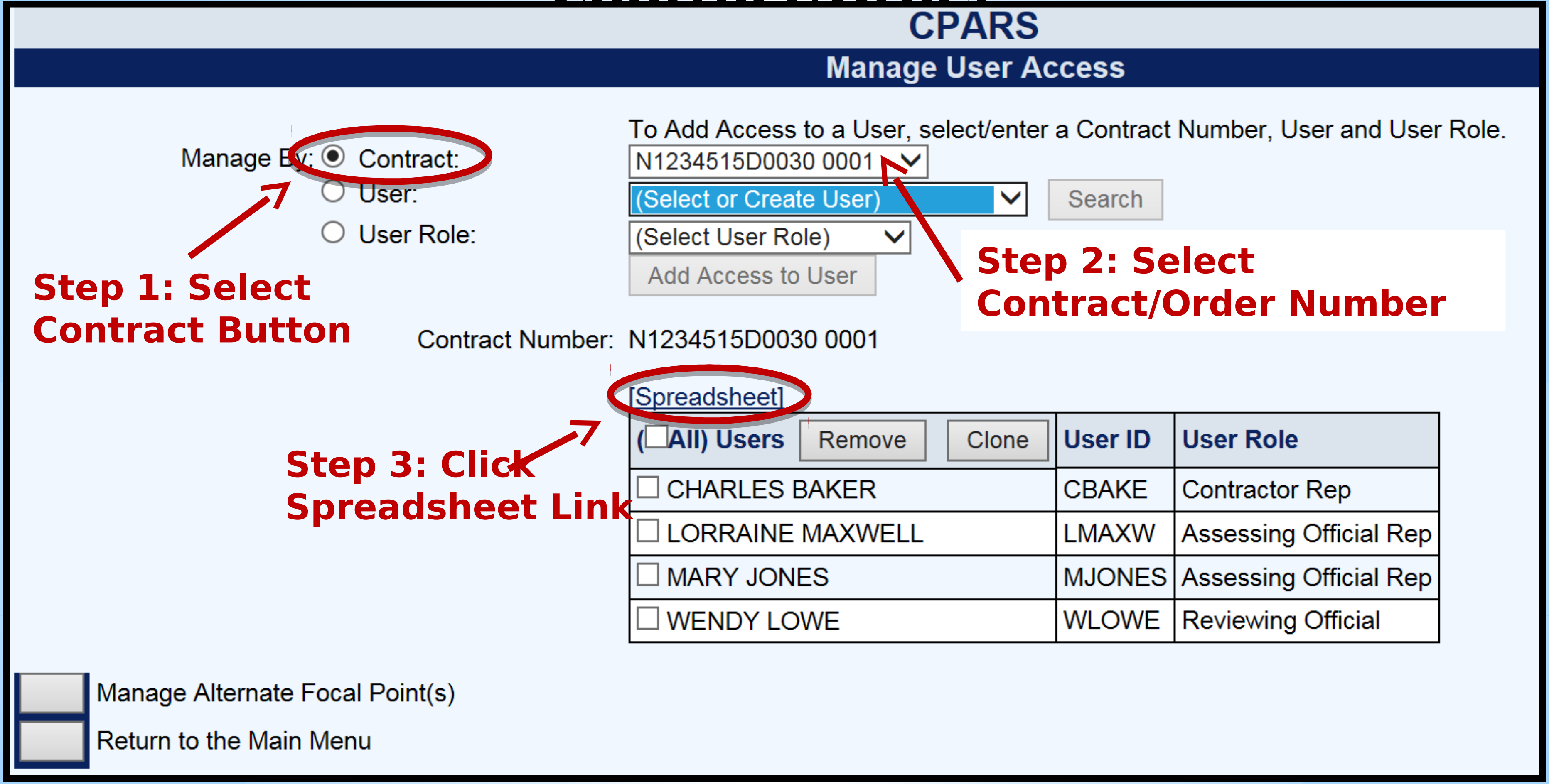
Step 3: Check Off User(s)/Contract(s)

Manage Alternate Focal Point(s)

Return to the Main Menu

Spreadsheet

List of All Users With Access to a Specific Contract/Order



CPARS

Manage User Access

Manage By: ● Contract: ○ User: ○ User Role:

To Add Access to a User, select/enter a Contract Number, User and User Role.

N1234515D0030 0001

(Select or Create User)

Search

(Select User Role)

Add Access to User

Step 1: Select Contract Button

Step 2: Select Contract/Order Number

Contract Number: N1234515D0030 0001

[Spreadsheet]

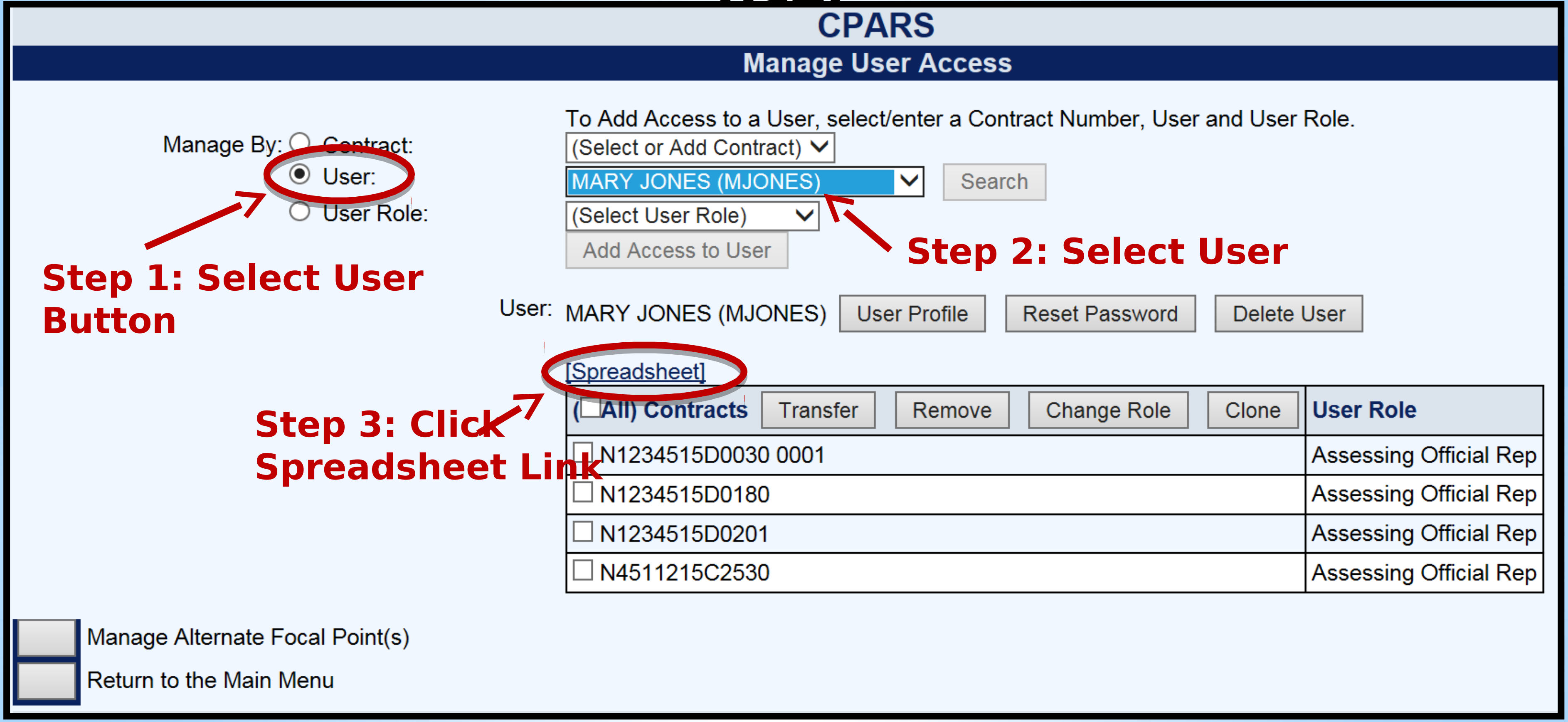
Step 3: Click Spreadsheet Link

(☐ All) Users Remove Clone	User ID	User Role
☐ CHARLES BAKER	CBAKE	Contractor Rep
☐ LORRAINE MAXWELL	LMAXW	Assessing Official Rep
☐ MARY JONES	MJONES	Assessing Official Rep
☐ WENDY LOWE	WLOWE	Reviewing Official

Manage Alternate Focal Point(s)
Return to the Main Menu

Spreadsheet

List of All Contracts/Orders Assigned to a Specific User



CPARS
Manage User Access
Search
Add Access to User
User Profile
Reset Password
Delete User
Transfer
Remove
Change Role
Clone
Manage Alternate Focal Point(s)
Return to the Main Menu

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ○ Contract: ● User: ○ User Role:

(Select or Add Contract)

MARY JONES (MJONES)

(Select User Role)

User: MARY JONES (MJONES)

[Spreadsheet]

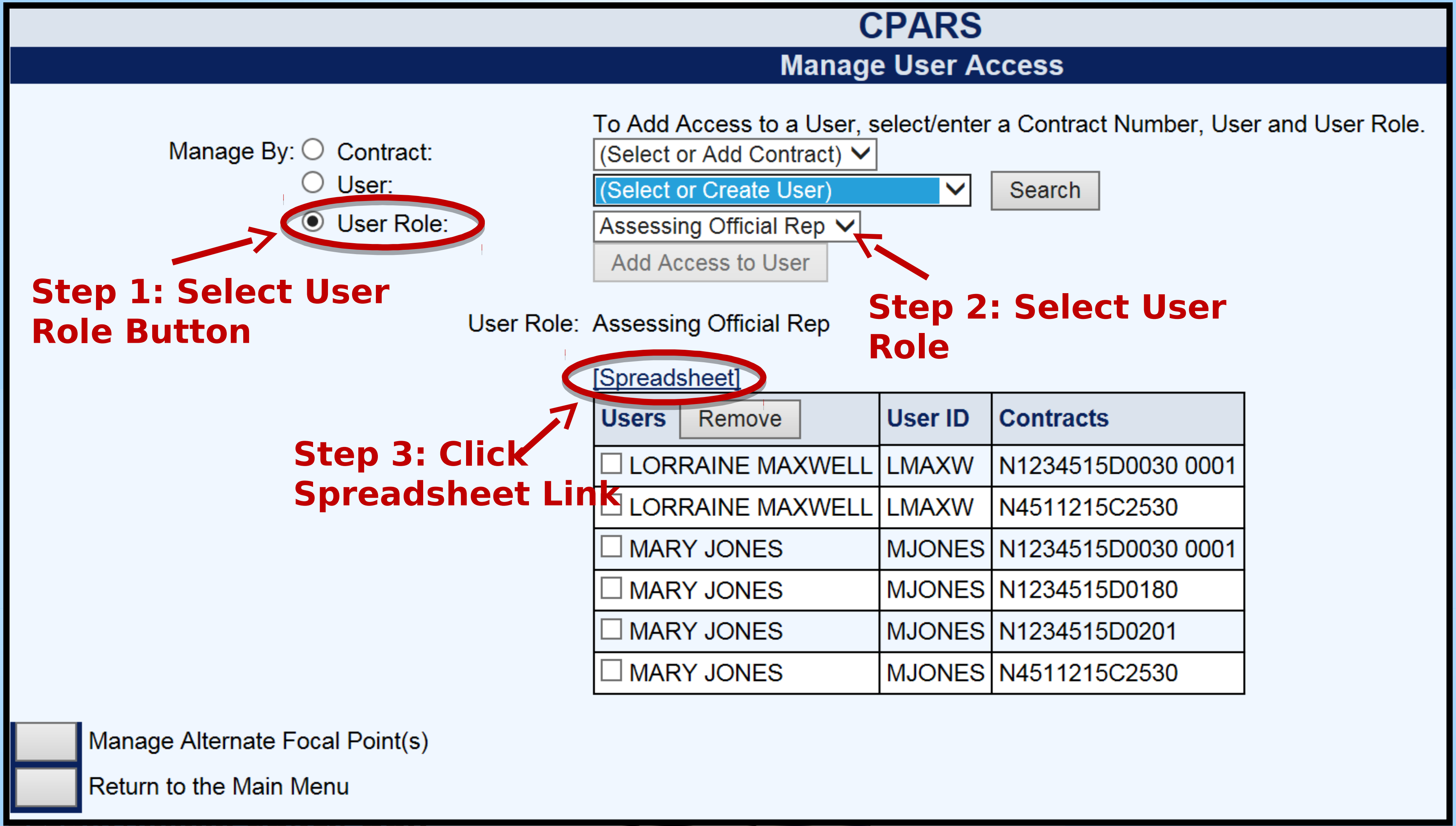
☐ (All) Contracts	User Role
☐ N1234515D0030 0001	Assessing Official Rep
☐ N1234515D0180	Assessing Official Rep
☐ N1234515D0201	Assessing Official Rep
☐ N4511215C2530	Assessing Official Rep

Step 1: Select User Button

Step 2: Select User

Step 3: Click Spreadsheet Link

Spreadsheet
List of All Users in a Specific Role



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ○ Contract: (Select or Add Contract)

○ User: (Select or Create User) Search

● User Role: Assessing Official Rep

Add Access to User

Step 1: Select User Role Button

Step 2: Select User Role

User Role: Assessing Official Rep

[Spreadsheet]

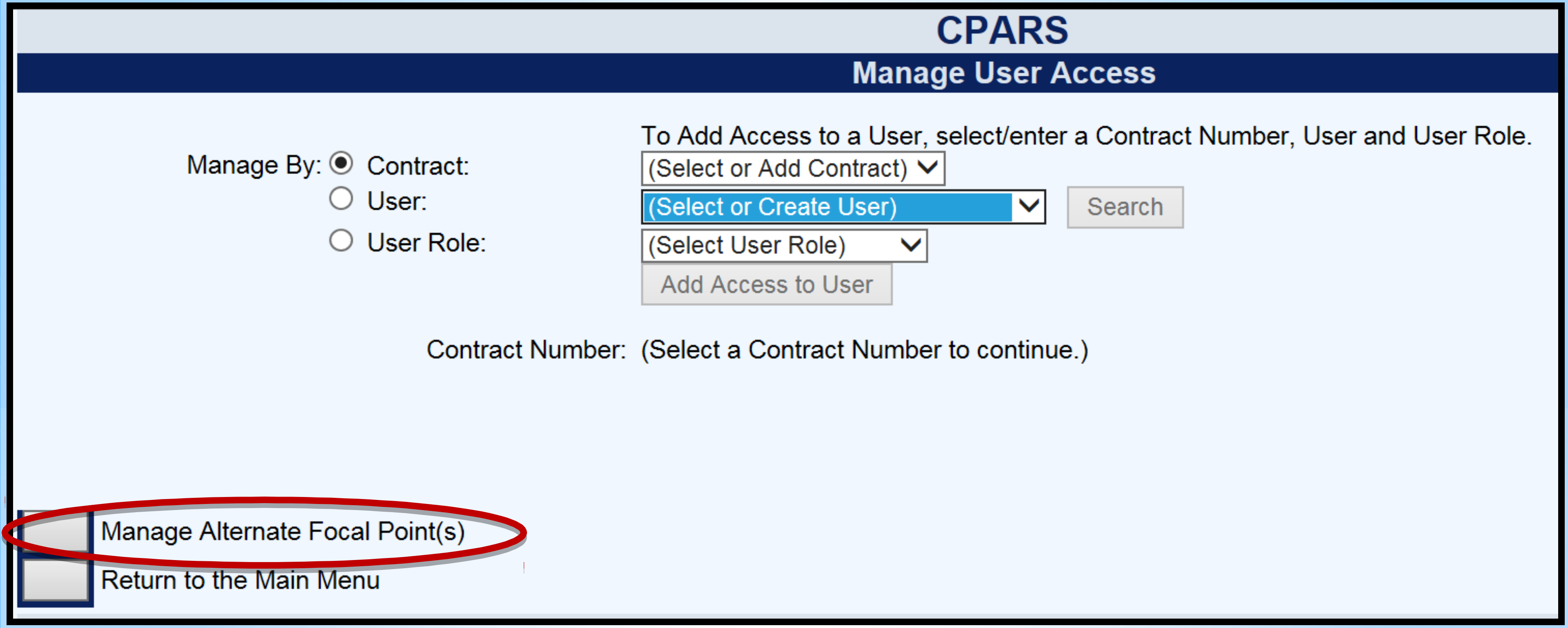
Step 3: Click Spreadsheet Link

Users Remove	User ID	Contracts
☐ LORRAINE MAXWELL	LMAXW	N1234515D0030 0001
☐ LORRAINE MAXWELL	LMAXW	N4511215C2530
☐ MARY JONES	MJONES	N1234515D0030 0001
☐ MARY JONES	MJONES	N1234515D0180
☐ MARY JONES	MJONES	N1234515D0201
☐ MARY JONES	MJONES	N4511215C2530

Manage Alternate Focal Point(s)

Return to the Main Menu

Manage Alternate Focal Points



CPARS

Manage User Access

To Add Access to a User, select/enter a Contract Number, User and User Role.

Manage By: ● Contract: (Select or Add Contract)

○ User: (Select or Create User)

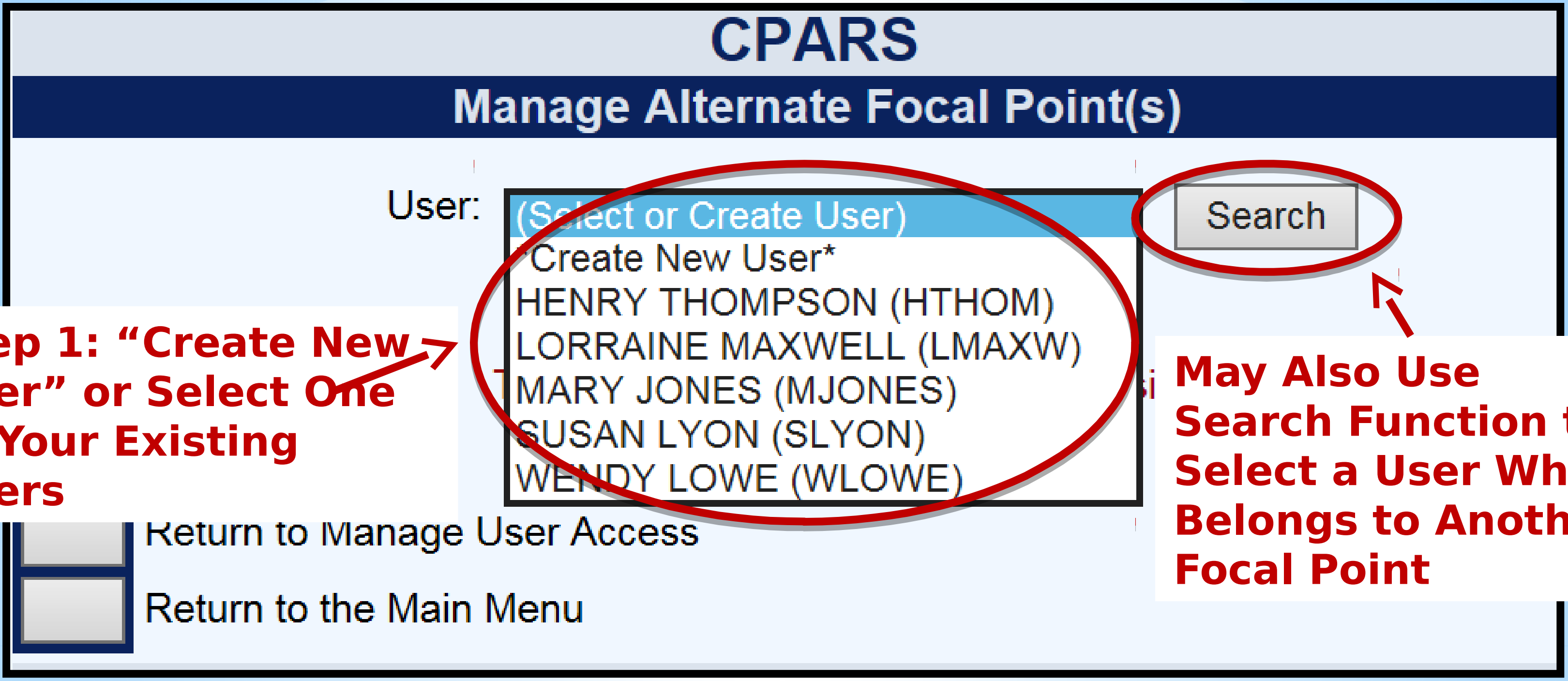
○ User Role: (Select User Role)

Contract Number: (Select a Contract Number to continue.)

Search
Add Access to User
Manage Alternate Focal Point(s)
Return to the Main Menu

Only Primary Focal Points may assign/manage Alternate Focal Points.

Manage Alternate Focal Points
Assign Alternate Focal Point



CPARS

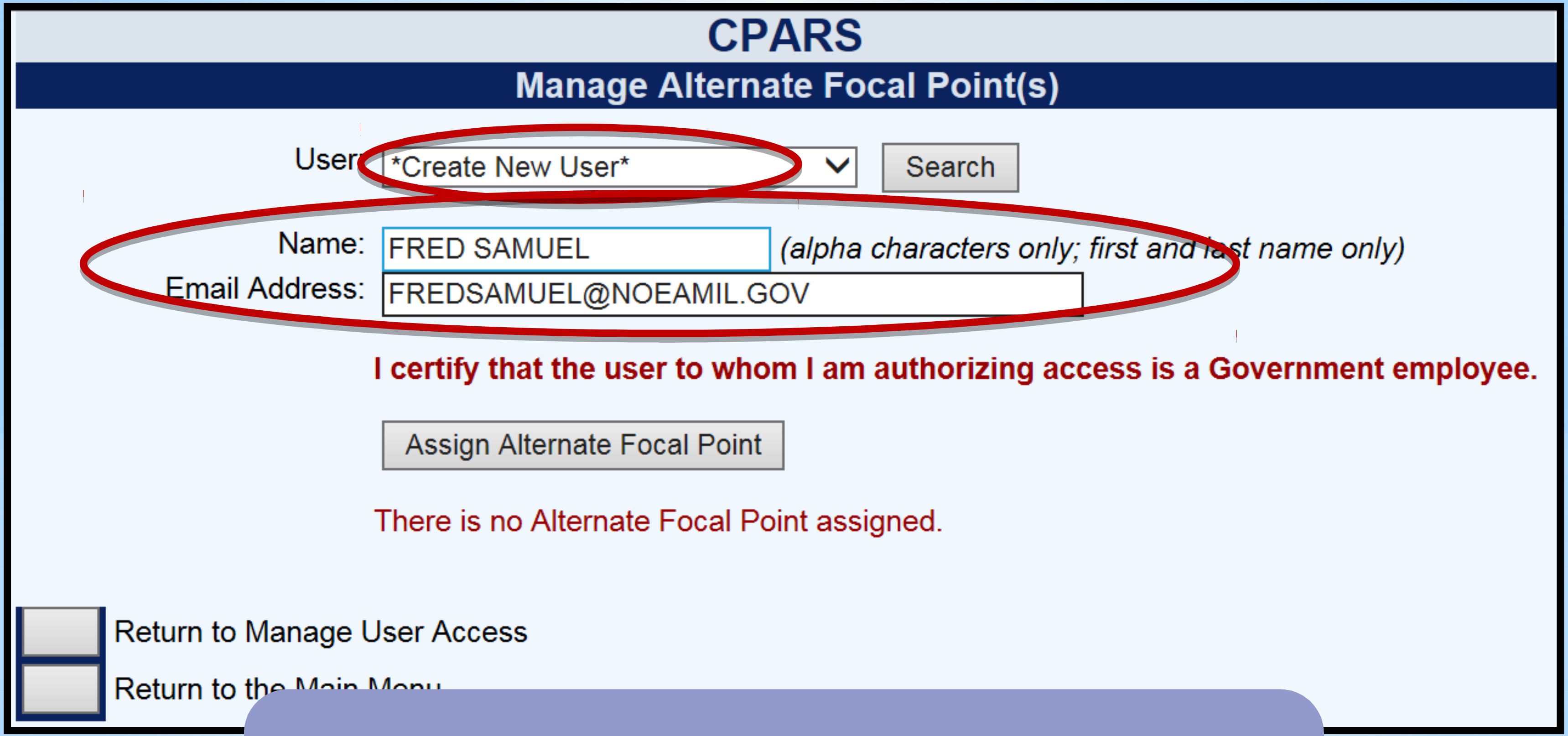
Manage Alternate Focal Point(s)

User:
(Select or Create User)
Create New User
HENRY THOMPSON (HTHOM)
LORRAINE MAXWELL (LMAXW)
MARY JONES (MJONES)
SUSAN LYON (SLYON)
WENDY LOWE (WLOWE)
Search
Return to Manage User Access
Return to the Main Menu

Step 1: “Create New User” or Select One of Your Existing Users

May Also Use Search Function to Select a User Who Belongs to Another Focal Point

Manage Alternate Focal Points
Assign Alternate Focal Point



CPARS

Manage Alternate Focal Point(s)

User: *Create New User*

Name: FRED SAMUEL (alpha characters only; first and last name only)

Email Address: FREDSAMUEL@NOEAMIL.GOV

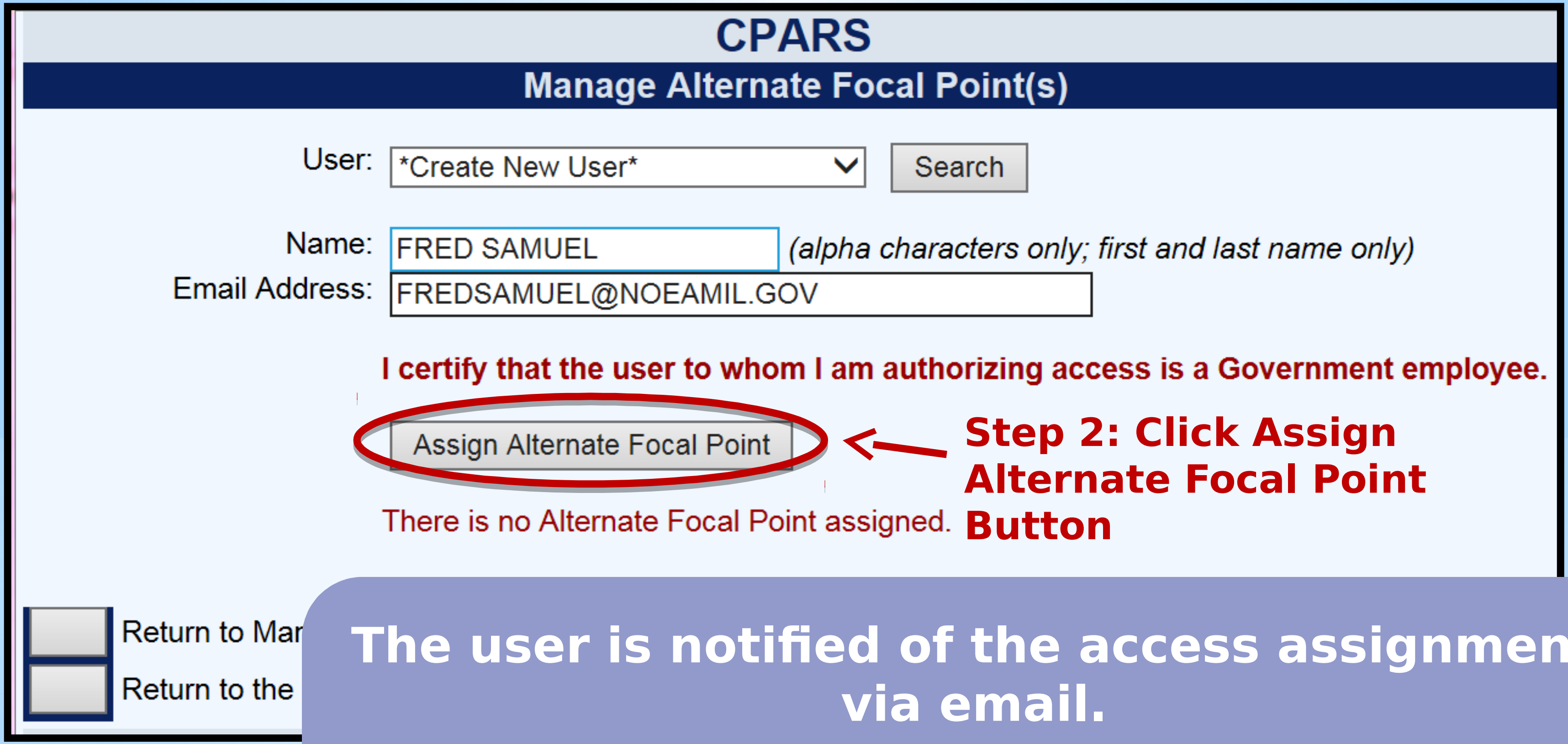
I certify that the user to whom I am authorizing access is a Government employee.

There is no Alternate Focal Point assigned.

Search
Assign Alternate Focal Point
Return to Manage User Access
Return to the Main Menu

When creating a new user, enter Name and Email Address for new user.

Manage Alternate Focal Points Assign Alternate Focal Point



CPARS

Manage Alternate Focal Point(s)

User: *Create New User* Search

Name: FRED SAMUEL *(alpha characters only; first and last name only)*

Email Address: FREDSAMUEL@NOEAMIL.GOV

I certify that the user to whom I am authorizing access is a Government employee.

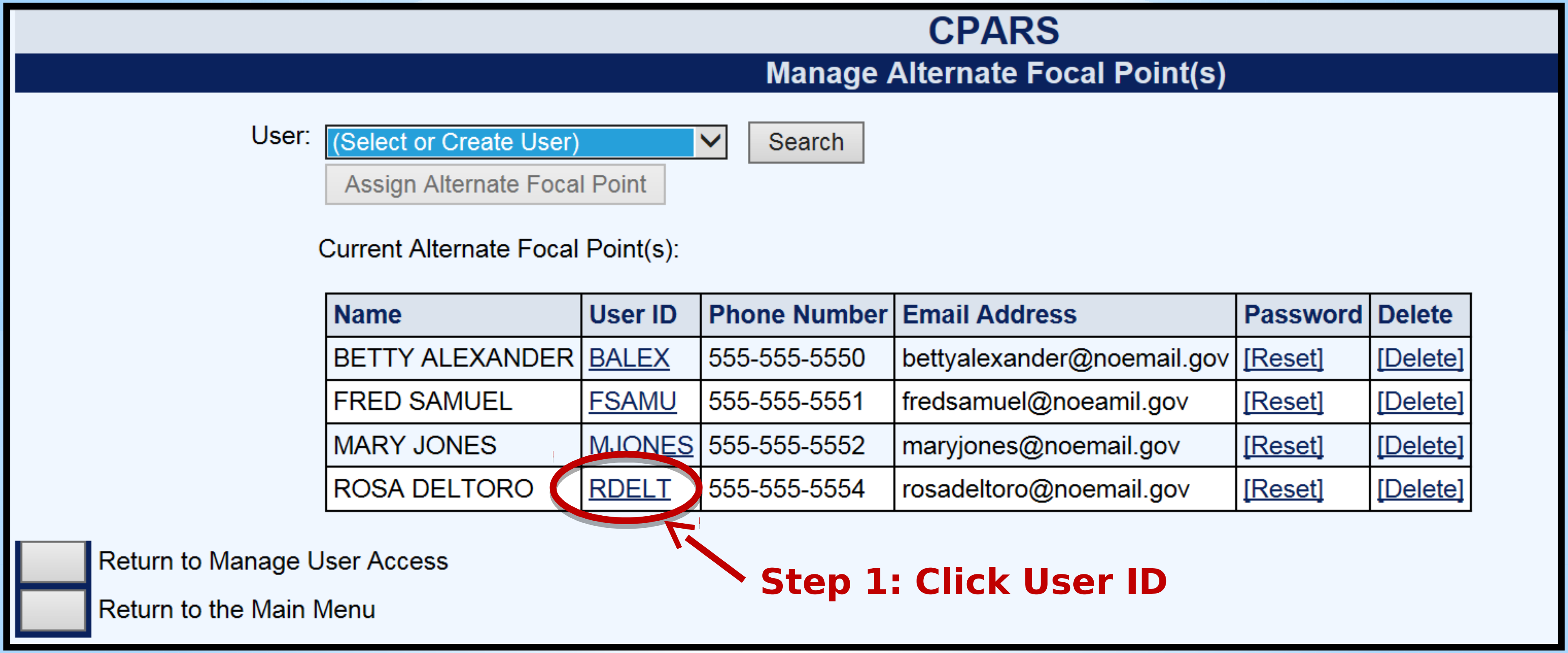
Step 2: Click Assign Alternate Focal Point Button

There is no Alternate Focal Point assigned.

The user is notified of the access assignment via email.

IMPORTANT NOTE: A Primary Focal Point may assign up to 5 Alternate Focal Points.

Manage Alternate Focal Points
Update User Profile


CPARS
Manage Alternate Focal Point(s)
Search
Assign Alternate Focal Point
Return to Manage User Access
Return to the Main Menu

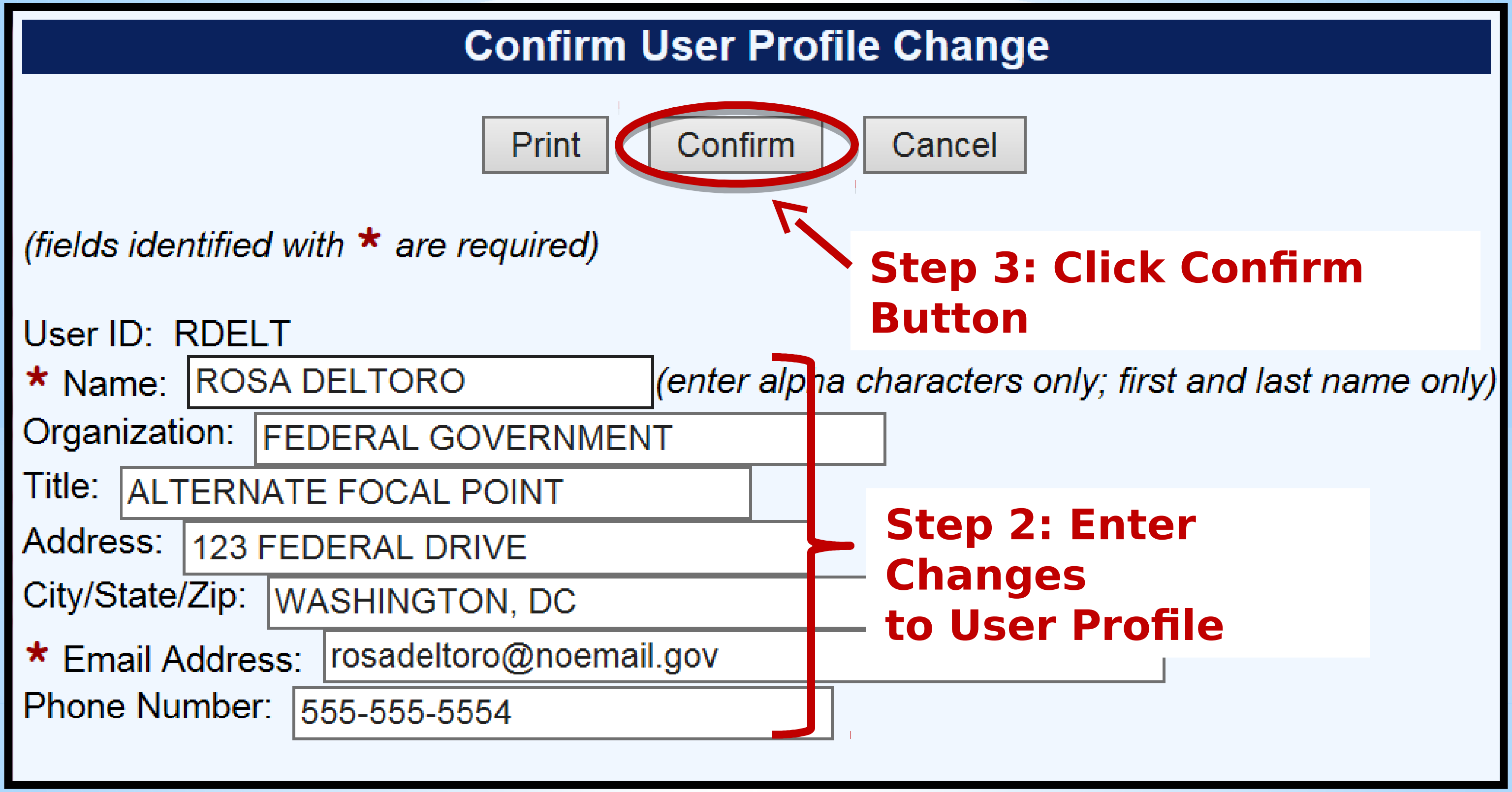
User: (Select or Create User)

Current Alternate Focal Point(s):

Name	User ID	Phone Number	Email Address	Password	Delete
BETTY ALEXANDER	BALEX	555-555-5550	bettyalexander@noemail.gov	[Reset]	[Delete]
FRED SAMUEL	FSAMU	555-555-5551	fredsamuel@noeamil.gov	[Reset]	[Delete]
MARY JONES	MJONES	555-555-5552	maryjones@noemail.gov	[Reset]	[Delete]
ROSA DELTORO	RDELT	555-555-5554	rosadeltoro@noemail.gov	[Reset]	[Delete]

Step 1: Click User ID

Manage Alternate Focal Points
Update User Profile



Confirm User Profile Change

(fields identified with * are required)

User ID: RDELT

* Name: ROSA DELTORO (enter alpha characters only; first and last name only)

Organization: FEDERAL GOVERNMENT

Title: ALTERNATE FOCAL POINT

Address: 123 FEDERAL DRIVE

City/State/Zip: WASHINGTON, DC

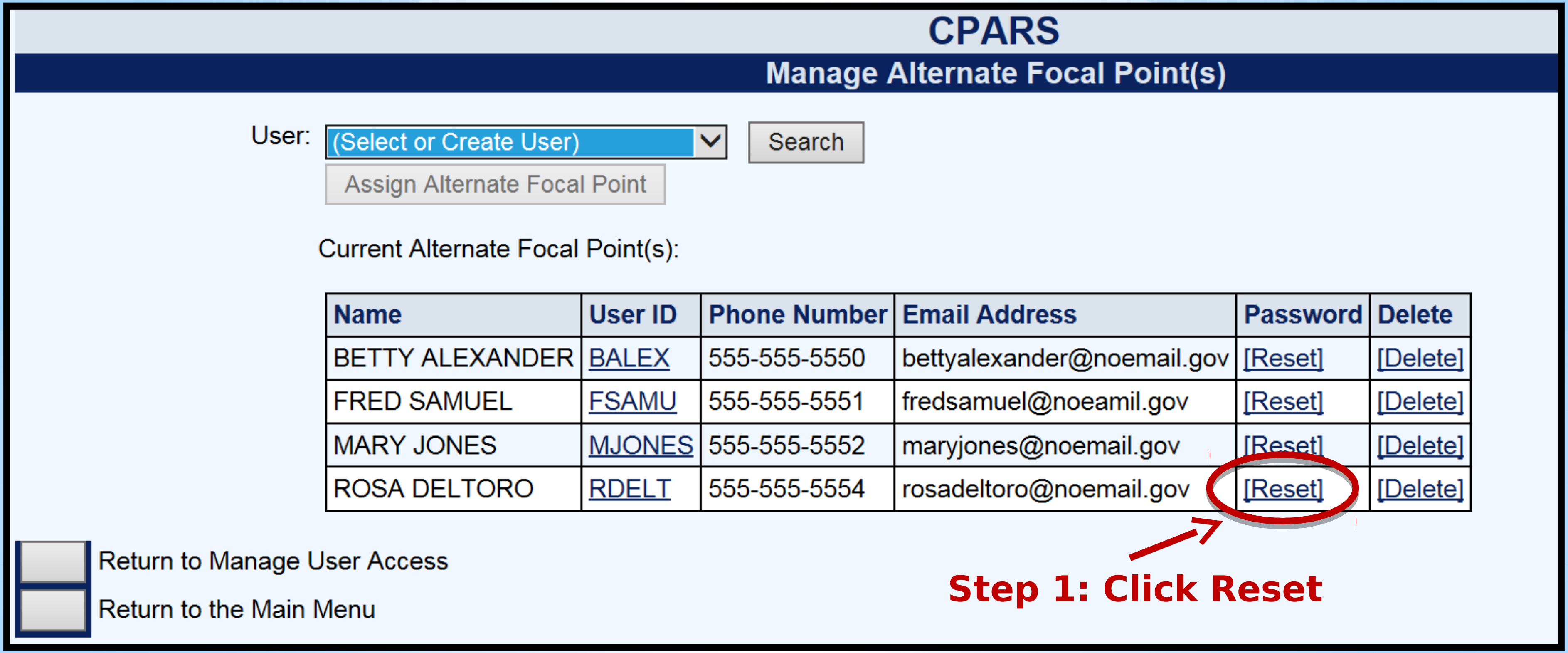
* Email Address: rosadeltoro@noemail.gov

Phone Number: 555-555-5554

Step 3: Click Confirm Button

Step 2: Enter Changes to User Profile

Manage Alternate Focal Points Reset Password



CPARS

Manage Alternate Focal Point(s)

User: (Select or Create User)

Search
Assign Alternate Focal Point

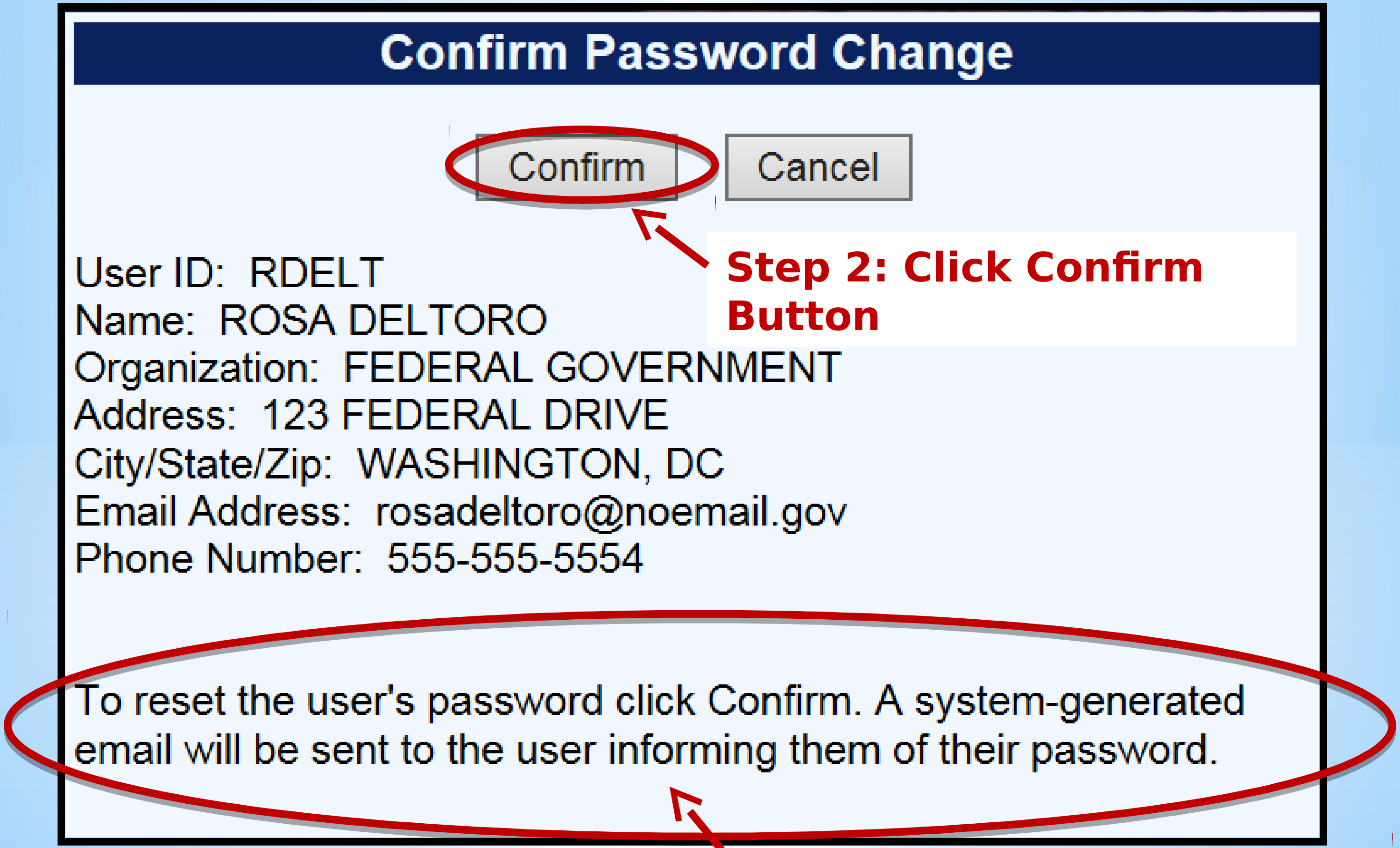
Current Alternate Focal Point(s):

Name	User ID	Phone Number	Email Address	Password	Delete
BETTY ALEXANDER	BALEX	555-555-5550	bettyalexander@noemail.gov	[Reset]	[Delete]
FRED SAMUEL	FSAMU	555-555-5551	fredsamuel@noeamil.gov	[Reset]	[Delete]
MARY JONES	MJONES	555-555-5552	maryjones@noemail.gov	[Reset]	[Delete]
ROSA DELTORO	RDELT	555-555-5554	rosadeltoro@noemail.gov	[Reset]	[Delete]

Return to Manage User Access
Return to the Main Menu

Step 1: Click Reset

Manage Alternate Focal Points Reset Password



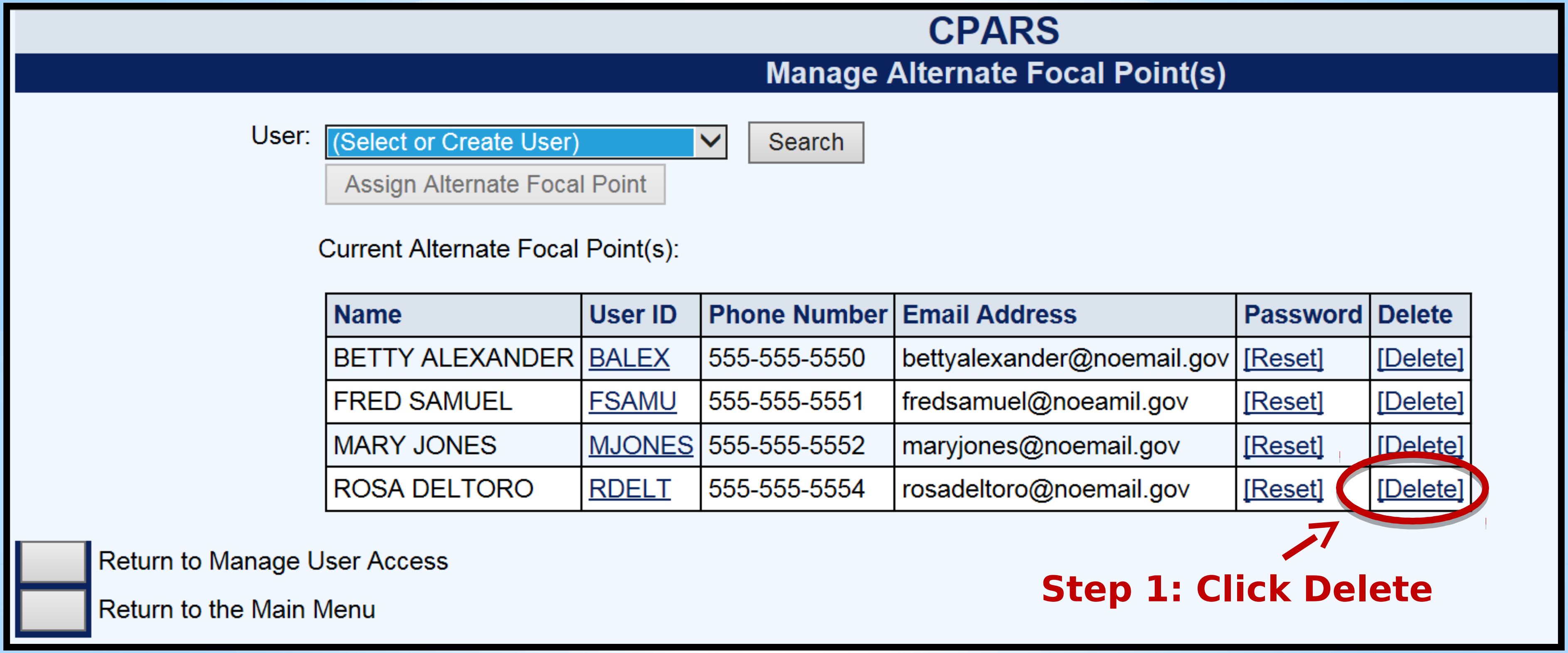
User ID: RDELT
Name: ROSA DELTORO
Organization: FEDERAL GOVERNMENT
Address: 123 FEDERAL DRIVE
City/State/Zip: WASHINGTON, DC
Email Address: rosadeltoro@noemail.gov
Phone Number: 555-555-5554

To reset the user's password click Confirm. A system-generated email will be sent to the user informing them of their password.

Step 2: Click Confirm Button

User receives email notification with their new temporary password.

Manage Alternate Focal Points
Delete User



CPARS

Manage Alternate Focal Point(s)

User: (Select or Create User)
Search
Assign Alternate Focal Point

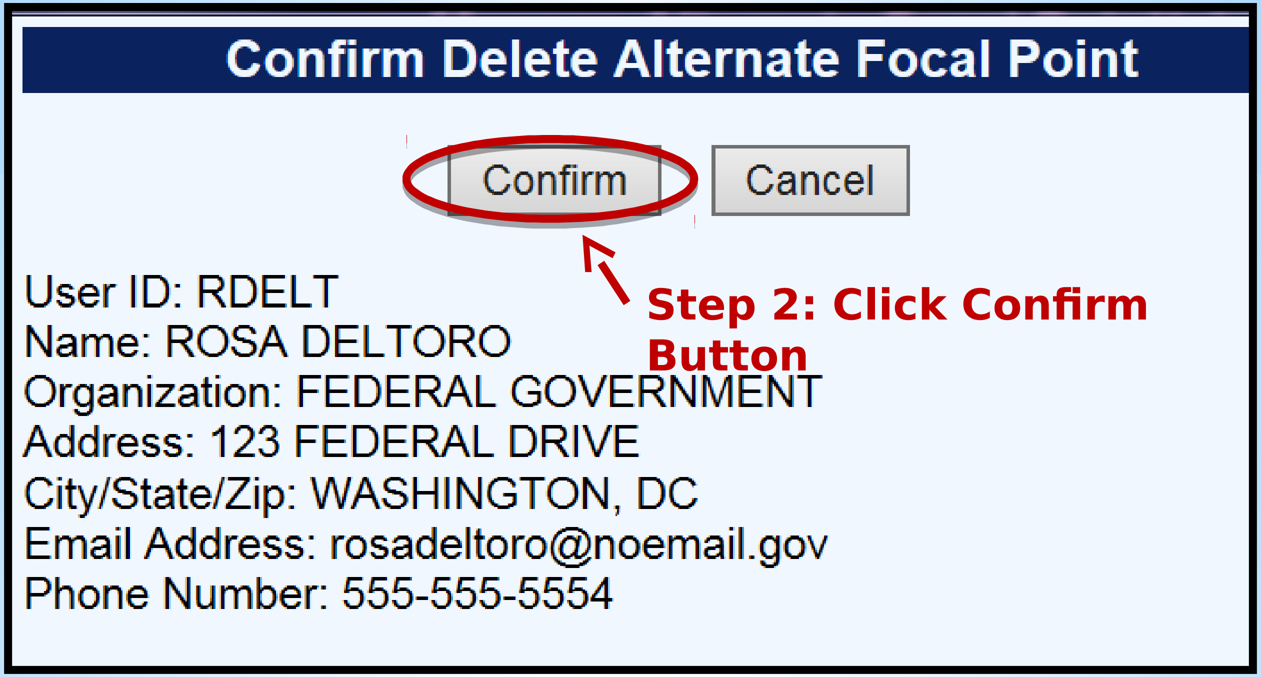
Current Alternate Focal Point(s):

Name	User ID	Phone Number	Email Address	Password	Delete
BETTY ALEXANDER	BALEX	555-555-5550	bettyalexander@noemail.gov	[Reset]	[Delete]
FRED SAMUEL	FSAMU	555-555-5551	fredsamuel@noeamil.gov	[Reset]	[Delete]
MARY JONES	MJONES	555-555-5552	maryjones@noemail.gov	[Reset]	[Delete]
ROSA DELTORO	RDELT	555-555-5554	rosadeltoro@noemail.gov	[Reset]	[Delete]

Return to Manage User Access
Return to the Main Menu

Step 1: Click Delete

Manage Alternate Focal Points
Delete User



Confirm Delete Alternate Focal Point

User ID: RDELT
Name: ROSA DELTORO
Organization: FEDERAL GOVERNMENT
Address: 123 FEDERAL DRIVE
City/State/Zip: WASHINGTON, DC
Email Address: rosadeltoro@noemail.gov
Phone Number: 555-555-5554

Step 2: Click Confirm Button

IMPORTANT NOTE: If the user has Alternate Focal Point access only, their CPARS account is deleted and they no longer have access to CPARS.

If the user has access to CPARS/FAPIIS at another access level (such as AOR or AO), their Alternate Focal Point access is removed, but they retain their CPARS/FAPIIS access.

Automated Contract Registration

- ✓Focal Point/Alternate Focal Point Only
- ✓If Contract/Order is in Federal Procurement Data System (FPDS) and Meets the Reporting Threshold, it Must be Auto Registered
- ✓Auto Register Within 30 Calendar Days of Contract Award
- ✓Auto Register Once per Contract Duration
- ✓Must Complete Organization Field

Important Note:

If Data Fields are Incorrect in Auto Register, They Must be Updated in FPDS

Automated Contract Registration

Only Contracts/Orders Which Require Evaluation Displayed

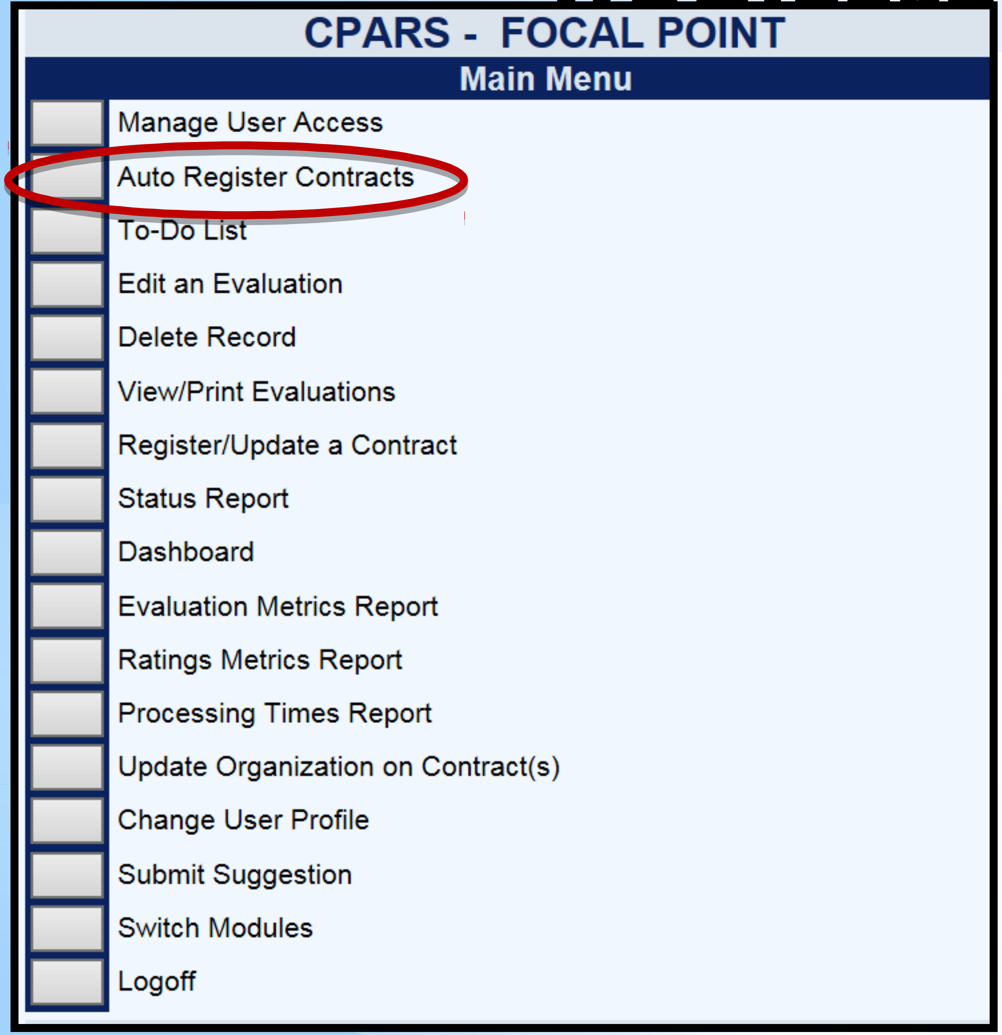
Display:

- Indefinite Delivery Contract (IDC)
- Blanket Purchase Agreement (BPA) Call
- Purchase Order
- Delivery Order
- Definitive Contract

Do NOT Display:

- Government-Wide Acquisition Contract (GWAC)
- Federal Supply Schedule (FSS)
- Basic Ordering Agreement (BOA)
- Blanket Purchase Agreement (BPA)

Automated Contract Registration



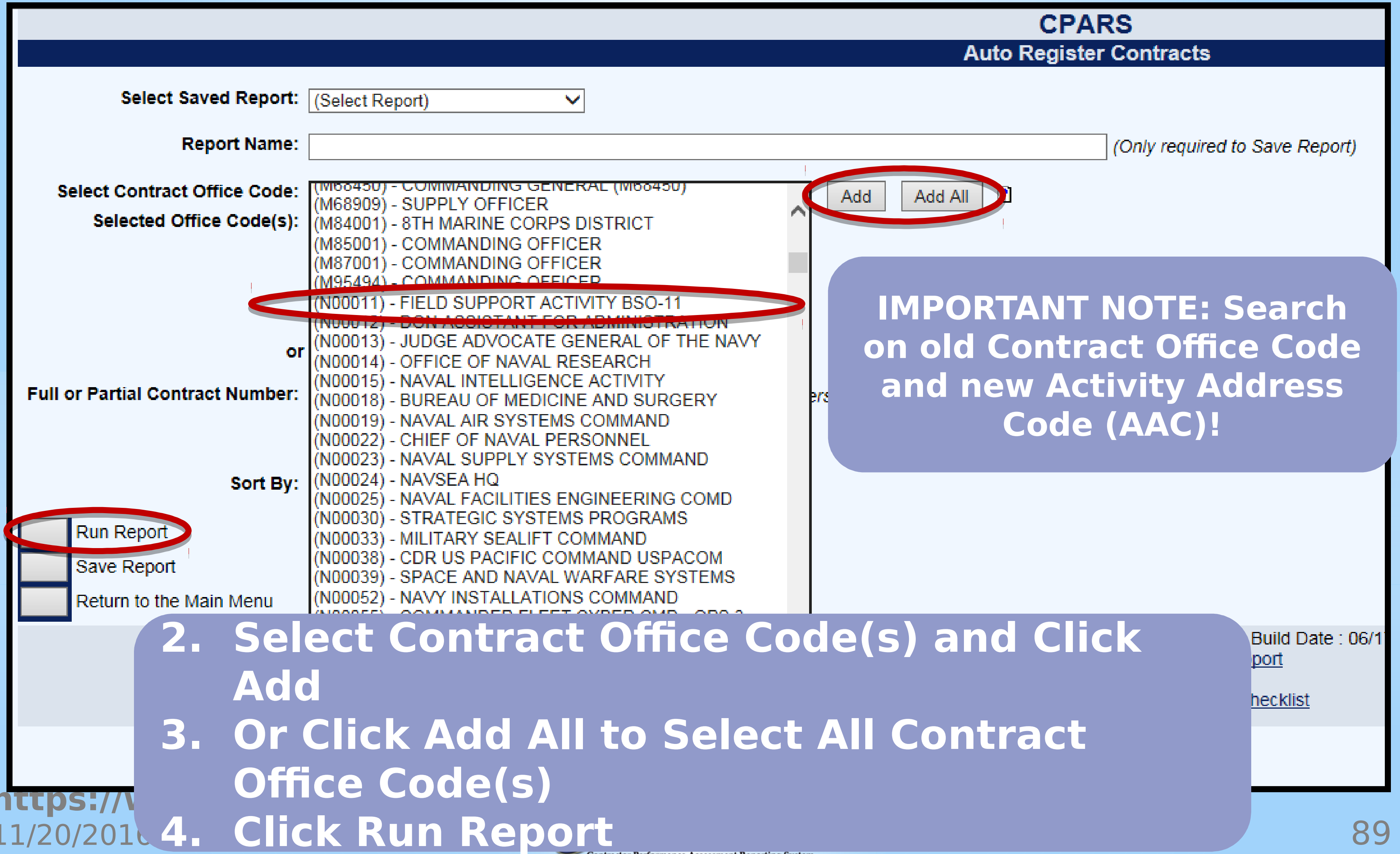
CPARS - FOCAL POINT

Main Menu

- Manage User Access
- Auto Register Contracts
- To-Do List
- Edit an Evaluation
- Delete Record
- View/Print Evaluations
- Register/Update a Contract
- Status Report
- Dashboard
- Evaluation Metrics Report
- Ratings Metrics Report
- Processing Times Report
- Update Organization on Contract(s)
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

1. **Select Auto Register Contracts**

Automated Contract Registration – Search by Contract Office Code



CPARS

Auto Register Contracts

Select Saved Report: (Select Report)

Report Name: *(Only required to Save Report)*

Select Contract Office Code:

Selected Office Code(s):

(M68450) - COMMANDING GENERAL (M68450)
(M68909) - SUPPLY OFFICER
(M84001) - 8TH MARINE CORPS DISTRICT
(M85001) - COMMANDING OFFICER
(M87001) - COMMANDING OFFICER
(M95494) - COMMANDING OFFICER
(N00011) - FIELD SUPPORT ACTIVITY BSO-11
(N00012) - DON ASSISTANT FOR ADMINISTRATION
(N00013) - JUDGE ADVOCATE GENERAL OF THE NAVY
(N00014) - OFFICE OF NAVAL RESEARCH
(N00015) - NAVAL INTELLIGENCE ACTIVITY
(N00018) - BUREAU OF MEDICINE AND SURGERY
(N00019) - NAVAL AIR SYSTEMS COMMAND
(N00022) - CHIEF OF NAVAL PERSONNEL
(N00023) - NAVAL SUPPLY SYSTEMS COMMAND
(N00024) - NAVSEA HQ
(N00025) - NAVAL FACILITIES ENGINEERING COMD
(N00030) - STRATEGIC SYSTEMS PROGRAMS
(N00033) - MILITARY SEALIFT COMMAND
(N00038) - CDR US PACIFIC COMMAND USPACOM
(N00039) - SPACE AND NAVAL WARFARE SYSTEMS
(N00052) - NAVY INSTALLATIONS COMMAND

Full or Partial Contract Number:

Sort By:

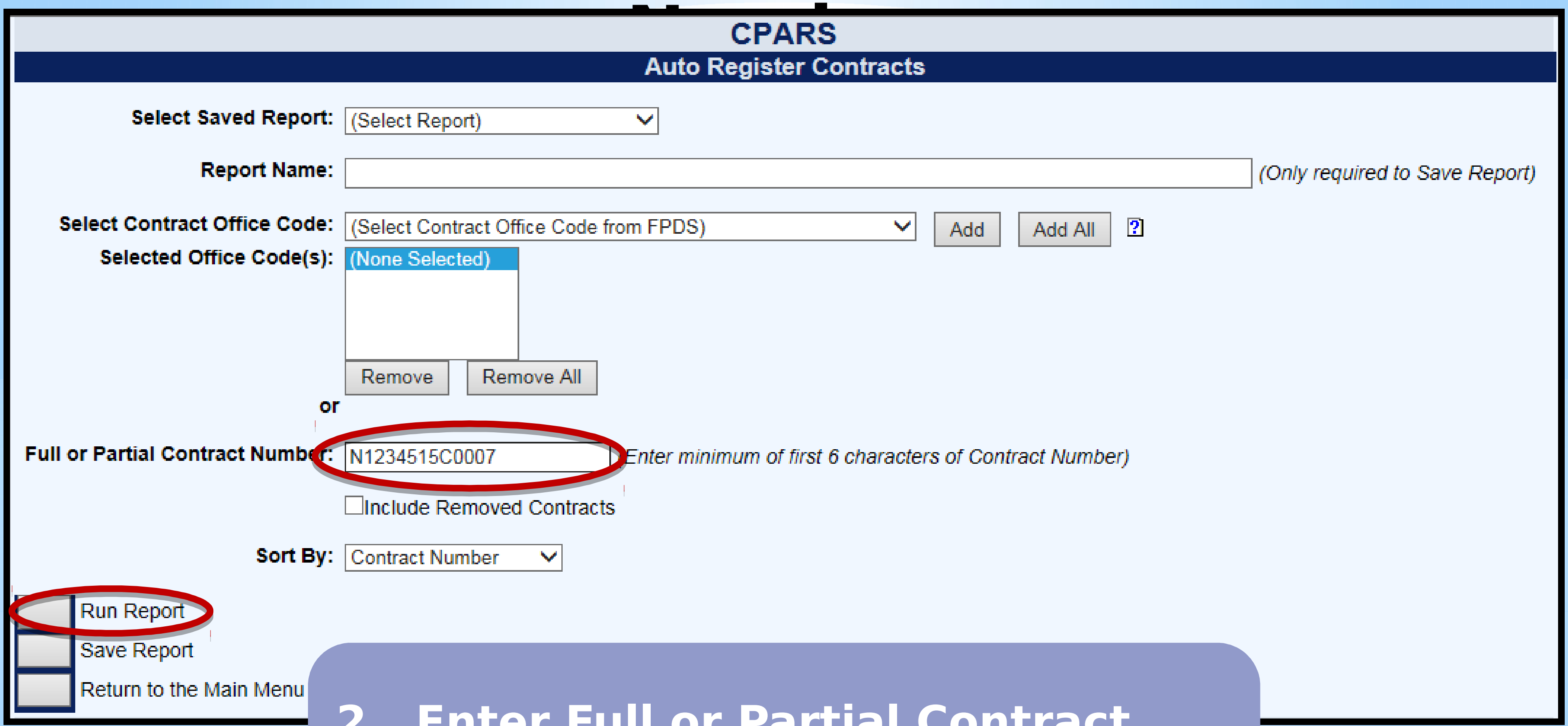
Build Date : 06/1

IMPORTANT NOTE: Search on old Contract Office Code and new Activity Address Code (AAC)!

2. **Select Contract Office Code(s) and Click Add**
3. **Or Click Add All to Select All Contract Office Code(s)**
4. **Click Run Report**

Contractor Performance Assessment Reporting System

Automated Contract Registration – Search by Full or Partial Contract



CPARS

Auto Register Contracts

Select Saved Report: (Select Report)

Report Name: (Only required to Save Report)

Select Contract Office Code: (Select Contract Office Code from FPDS)

Add
Add All
?

Selected Office Code(s): (None Selected)

Remove
Remove All

or

Full or Partial Contract Number: N1234515C0007 (Enter minimum of first 6 characters of Contract Number)

☐ Include Removed Contracts

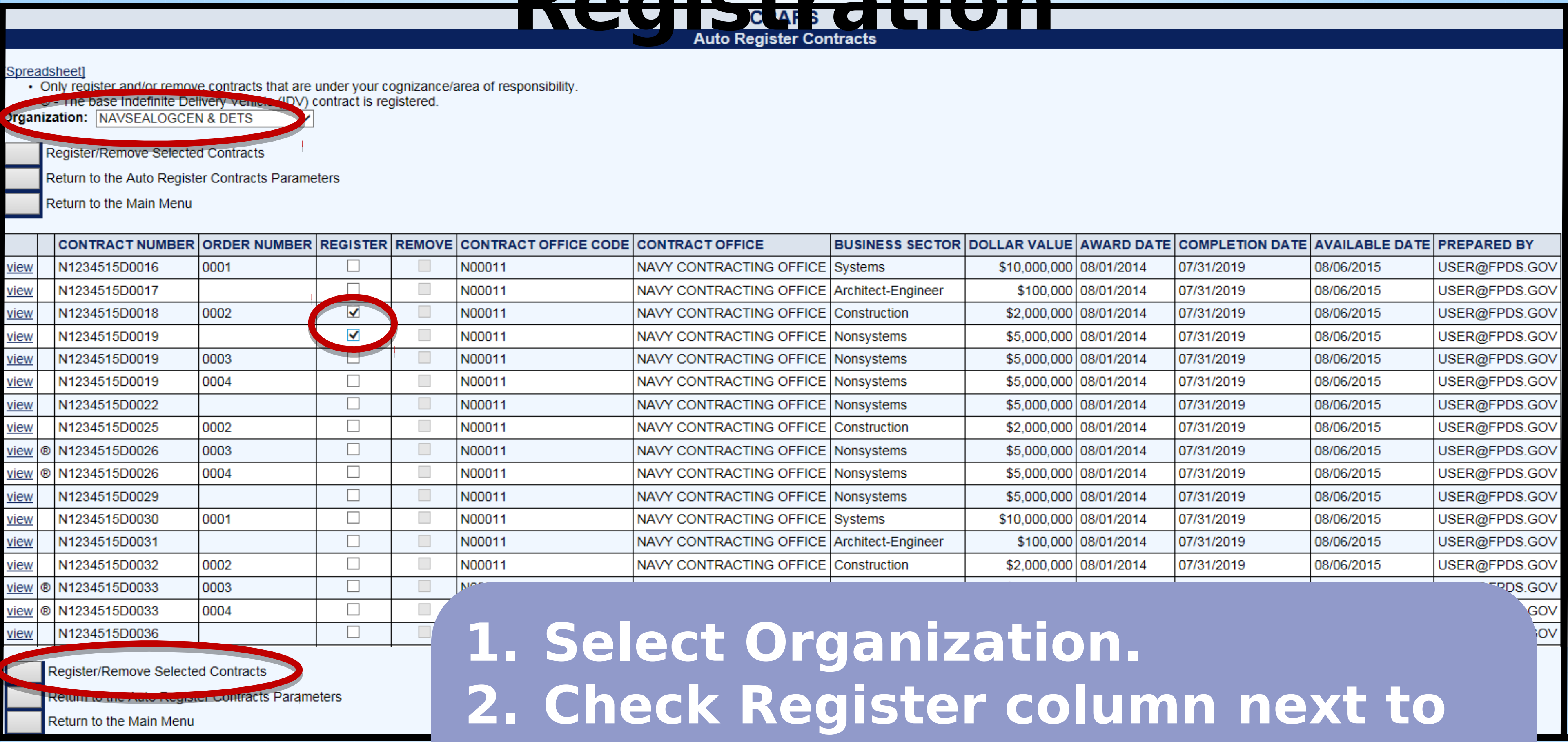
Sort By: Contract Number

Run Report
Save Report
Return to the Main Menu

2. **Enter Full or Partial Contract Number**
3. **Click Run Report**

Contractor Performance Assessment Reporting System

Automated Contract Registration



CPARS

Auto Register Contracts

[Spreadsheet]

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

Organization: NAVSEALOGCEN & DETS

Register/Remove Selected Contracts
Return to the Auto Register Contracts Parameters
Return to the Main Menu

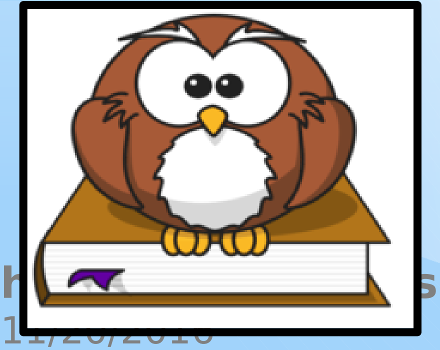
		CONTRACT NUMBER	ORDER NUMBER	REGISTER	REMOVE	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY
view		N1234515D0016	0001	☐	☐	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0017		☐	☐	N00011	NAVY CONTRACTING OFFICE	Architect-Engineer	$100,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0018	0002	☑	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0019		☑	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0019	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0019	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0022		☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0025	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0026	0003	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0026	0004	☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0029		☐	☐	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0030	0001	☐	☐	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0031		☐	☐	N00011	NAVY CONTRACTING OFFICE	Architect-Engineer	$100,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view		N1234515D0032	0002	☐	☐	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV
view	®	N1234515D0033	0003	☐	☐	N0							PDS.GOV
view	®	N1234515D0033	0004	☐	☐								GOV
view		N1234515D0036		☐	☐								OV

Register/Remove Selected Contracts
Return to the Auto Register Contracts Parameters
Return to the Main Menu

1. **Select Organization.**
2. **Check Register column next to Contract(s)/Orders(s).**
3. **Click Register/Remove Selected Contracts.**

Automated Contract Registration

- ✓ Q: There are orders showing up on my Auto Register Report for an Indefinite Delivery Vehicle (IDV) and we are reporting on the base contract level. What should I do?
- ✓ A: In this case, you can remove these orders from your Auto Register Report using the Remove checkbox



Word to the Wise

Removing a Contact/Order Removes it From Every Focal Point/Alternate's View. Only Remove Contracts that are Under YOUR Cognizance.

Removing Contracts/Orders From Auto Register List

May Only Remove Indefinite Delivery Contracts/Orders

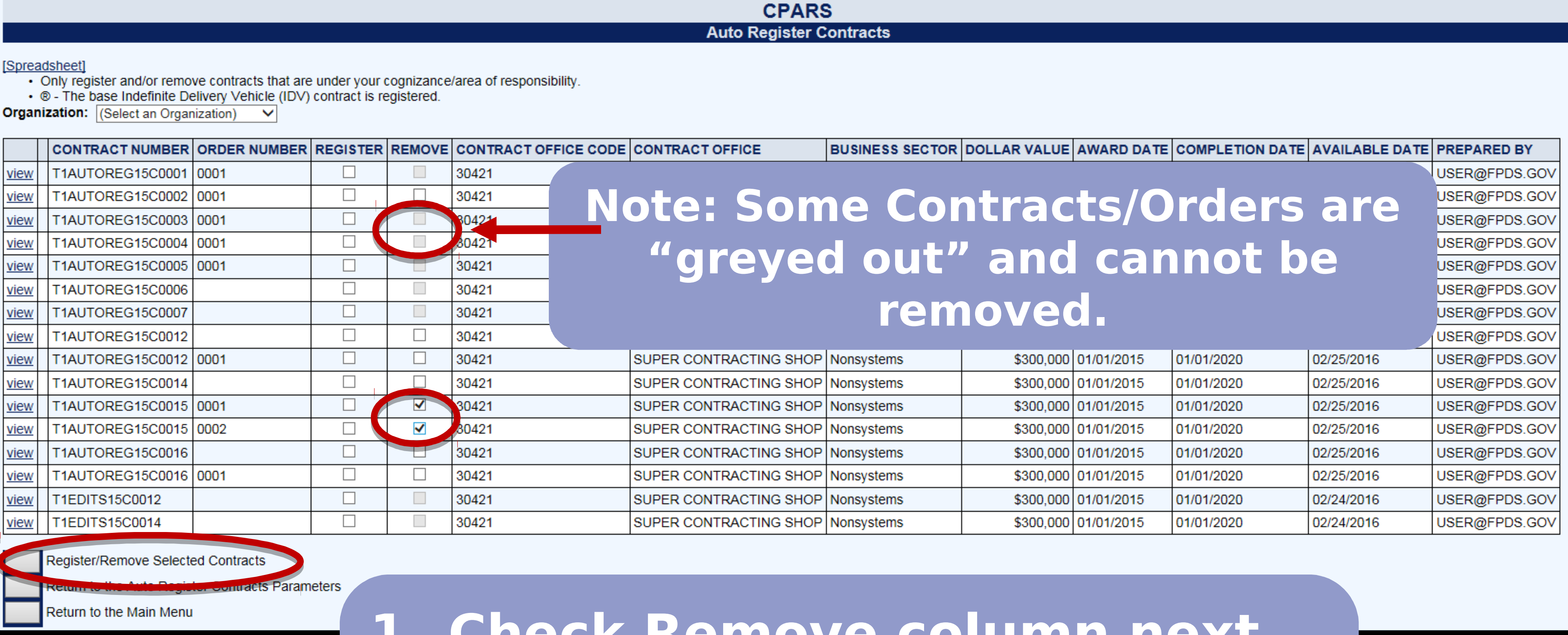
FP/AFP May Remove:

- Indefinite Delivery Contract (IDC)
- Task/Delivery Order Against IDC

FP/AFP May NOT Remove:

- BPA Call
- Purchase Order
- Task/Delivery Order Against GWAC
- Task/Delivery Order Against FSS
- Task/Delivery Order Against BOA
- Definitive Contract

Removing Contracts/Orders From Auto Register List



CPARS

Auto Register Contracts

[Spreadsheet]

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

Organization: (Select an Organization)

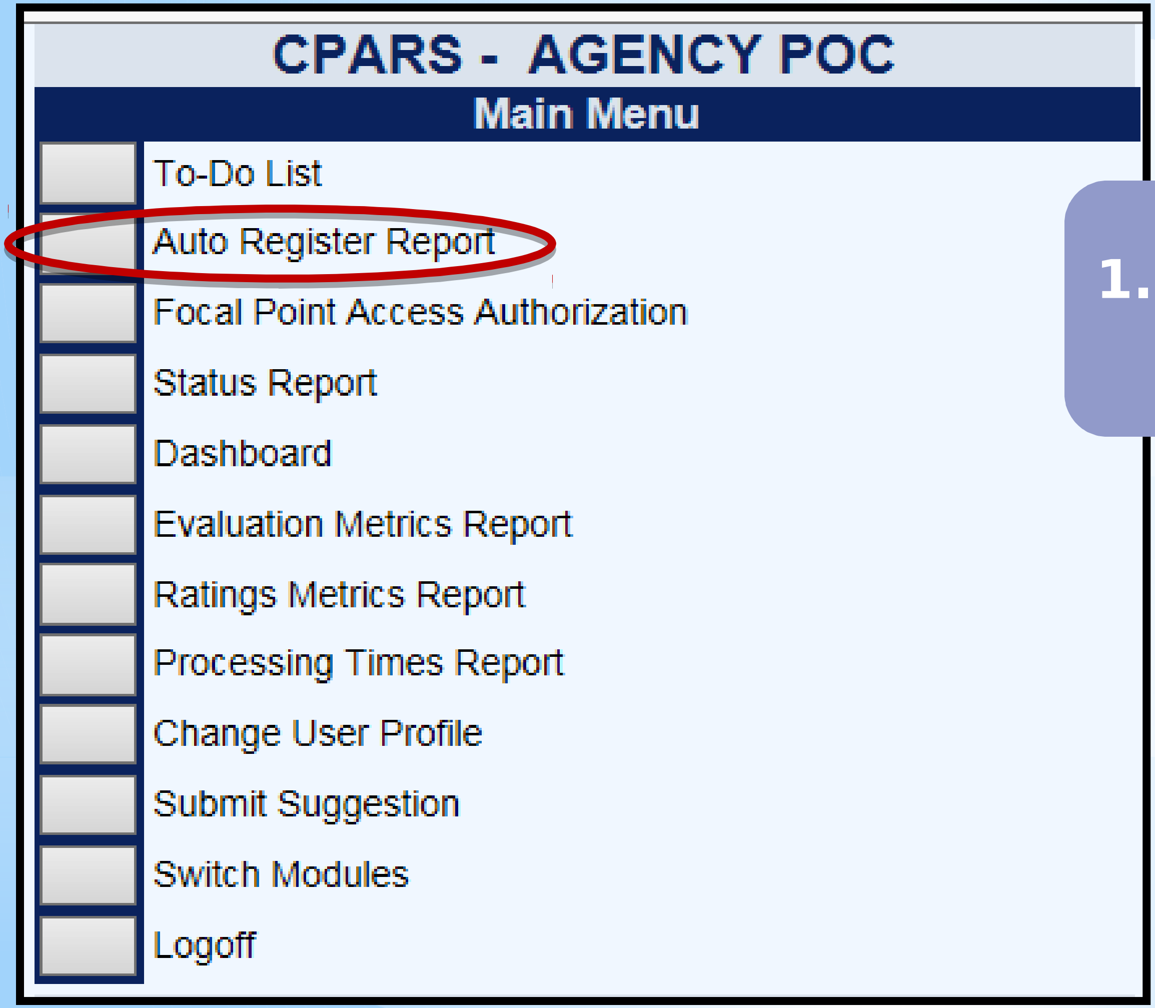
	CONTRACT NUMBER	ORDER NUMBER	REGISTER	REMOVE	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY
view	T1AUTOREG15C0001	0001	☐	☐	30421							USER@FPDS.GOV
view	T1AUTOREG15C0002	0001	☐	☐	30421							USER@FPDS.GOV
view	T1AUTOREG15C0003	0001	☐	☐	30421							USER@FPDS.GOV
view	T1AUTOREG15C0004	0001	☐	☐	30421							USER@FPDS.GOV
view	T1AUTOREG15C0005	0001	☐	☐	30421							USER@FPDS.GOV
view	T1AUTOREG15C0006		☐	☐	30421							USER@FPDS.GOV
view	T1AUTOREG15C0007		☐	☐	30421							USER@FPDS.GOV
view	T1AUTOREG15C0012		☐	☐	30421							USER@FPDS.GOV
view	T1AUTOREG15C0012	0001	☐	☐	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV
view	T1AUTOREG15C0014		☐	☐	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV
view	T1AUTOREG15C0015	0001	☐	☑	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV
view	T1AUTOREG15C0015	0002	☐	☑	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV
view	T1AUTOREG15C0016		☐	☐	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV
view	T1AUTOREG15C0016	0001	☐	☐	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/25/2016	USER@FPDS.GOV
view	T1EDITS15C0012		☐	☐	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/24/2016	USER@FPDS.GOV
view	T1EDITS15C0014		☐	☐	30421	SUPER CONTRACTING SHOP	Nonsystems	$300,000	01/01/2015	01/01/2020	02/24/2016	USER@FPDS.GOV

Register/Remove Selected Contracts
Return to the Auto Register Contracts Parameters
Return to the Main Menu

Note: Some Contracts/Orders are "greyed out" and cannot be removed.

1. **Check Remove column next to Contract(s)/Orders(s).**
2. **Click Register/Remove Selected Contracts.**

Auto Register Report (Agency POC)



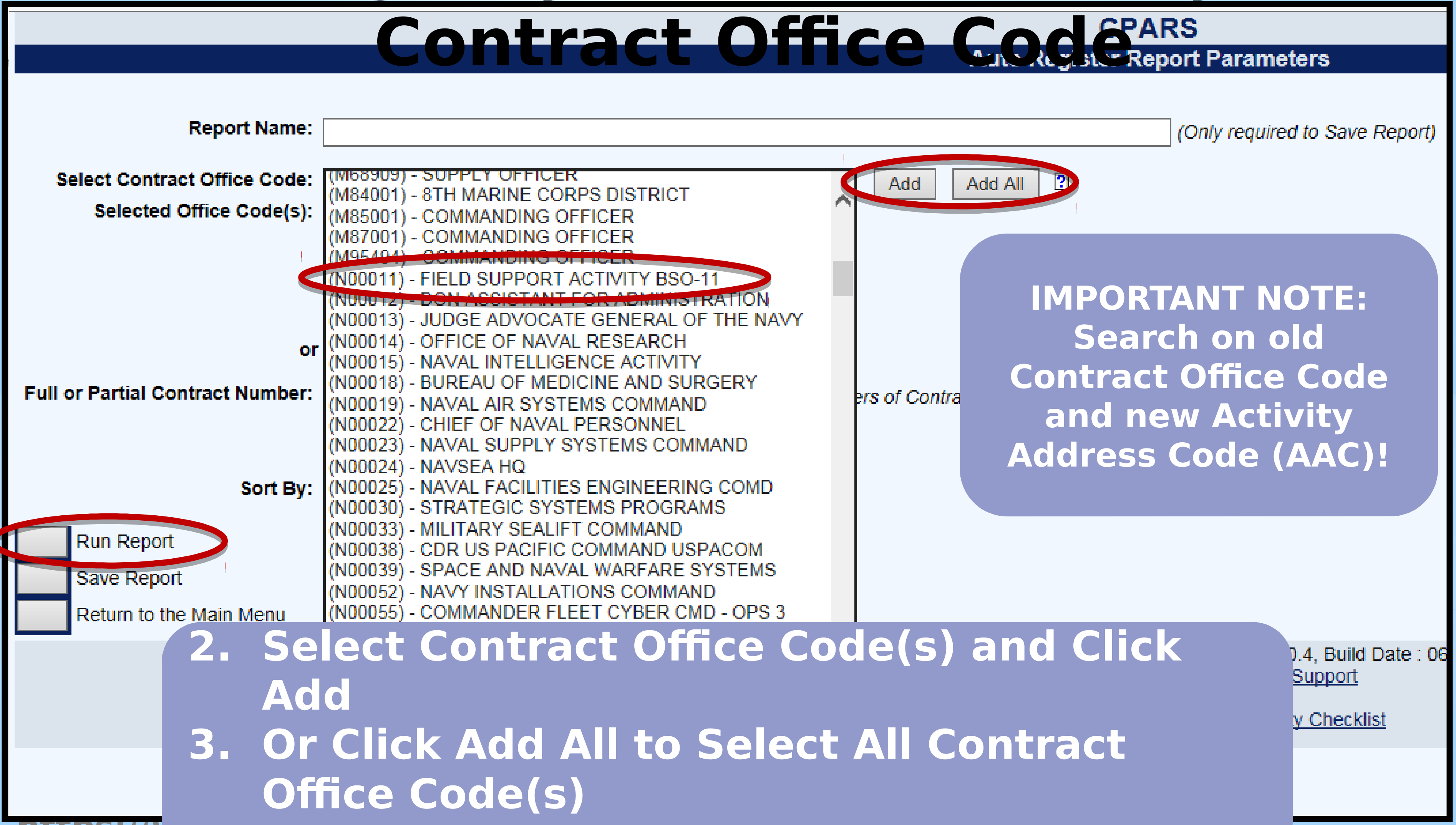
CPARS - AGENCY POC

Main Menu

- To-Do List
- Auto Register Report
- Focal Point Access Authorization
- Status Report
- Dashboard
- Evaluation Metrics Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

1. **Select Auto Register Report**

Auto Register Report (Agency POC) – Search by Contract Office Code



CPARS

Auto Register Report Parameters

Report Name: (Only required to Save Report)

Select Contract Office Code:

(M68909) - SUPPLY OFFICER
(M84001) - 8TH MARINE CORPS DISTRICT
(M85001) - COMMANDING OFFICER
(M87001) - COMMANDING OFFICER
(M95404) - COMMANDING OFFICER
(N00011) - FIELD SUPPORT ACTIVITY BSO-11
(N00012) - DON ASSISTANT FOR ADMINISTRATION
(N00013) - JUDGE ADVOCATE GENERAL OF THE NAVY
(N00014) - OFFICE OF NAVAL RESEARCH
(N00015) - NAVAL INTELLIGENCE ACTIVITY
(N00018) - BUREAU OF MEDICINE AND SURGERY
(N00019) - NAVAL AIR SYSTEMS COMMAND
(N00022) - CHIEF OF NAVAL PERSONNEL
(N00023) - NAVAL SUPPLY SYSTEMS COMMAND
(N00024) - NAVSEA HQ
(N00025) - NAVAL FACILITIES ENGINEERING COMD
(N00030) - STRATEGIC SYSTEMS PROGRAMS
(N00033) - MILITARY SEALIFT COMMAND
(N00038) - CDR US PACIFIC COMMAND USPACOM
(N00039) - SPACE AND NAVAL WARFARE SYSTEMS
(N00052) - NAVY INSTALLATIONS COMMAND
(N00055) - COMMANDER FLEET CYBER CMD - OPS 3

Selected Office Code(s):

or

Full or Partial Contract Number: ers of Contra

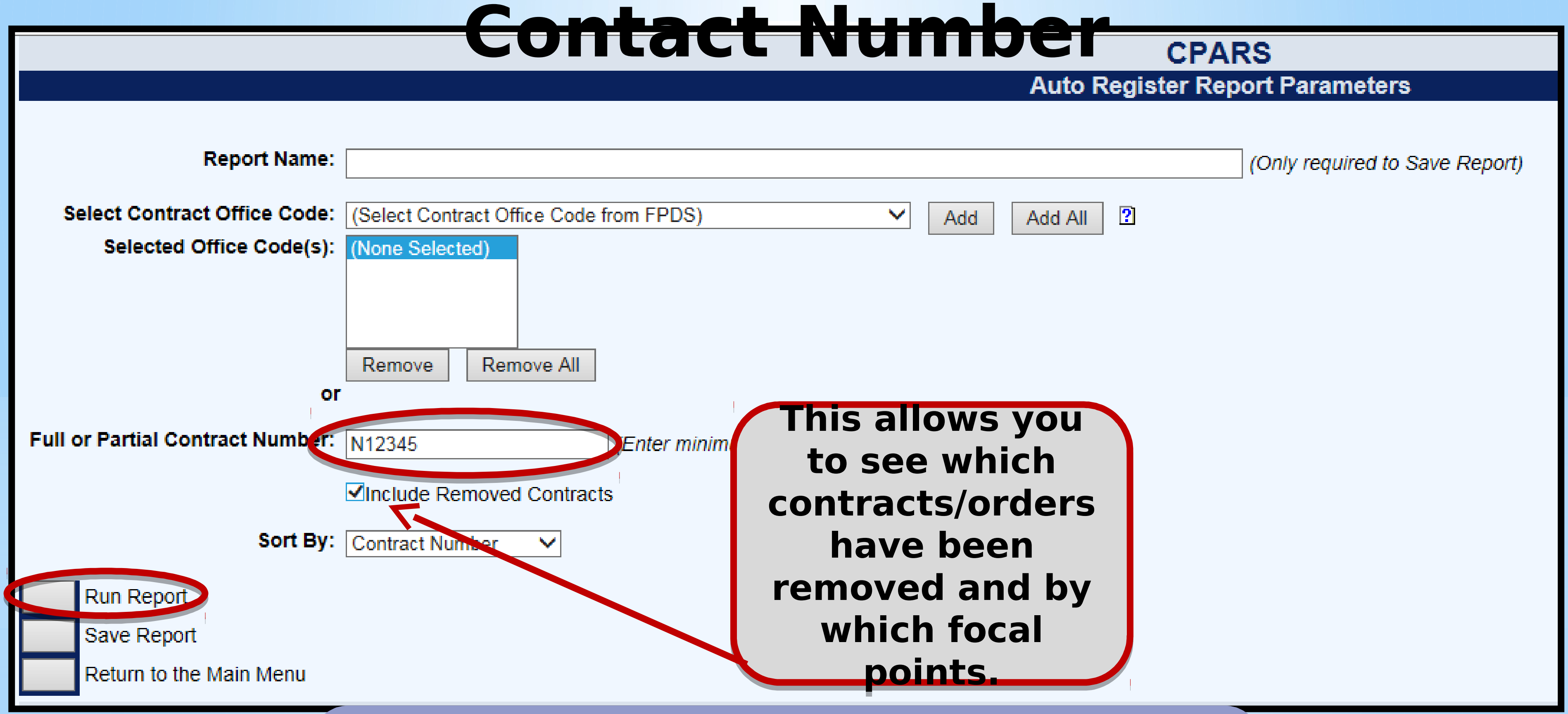
Sort By:

IMPORTANT NOTE: Search on old Contract Office Code and new Activity Address Code (AAC)!

2. **Select Contract Office Code(s) and Click Add**
3. **Or Click Add All to Select All Contract Office Code(s)**
4. **Click Run Report**

Contractor Performance Assessment Reporting System

Auto Register Report (Agency POC) – Search by Full or Partial Contact Number



CPARS

Auto Register Report Parameters

Report Name: (Only required to Save Report)

Select Contract Office Code: (Select Contract Office Code from FPDS)

Add
Add All
?

Selected Office Code(s): (None Selected)

Remove
Remove All

or

Full or Partial Contract Number: N12345 Enter minim

☑ Include Removed Contracts

Sort By: Contract Number

Run Report
Save Report
Return to the Main Menu

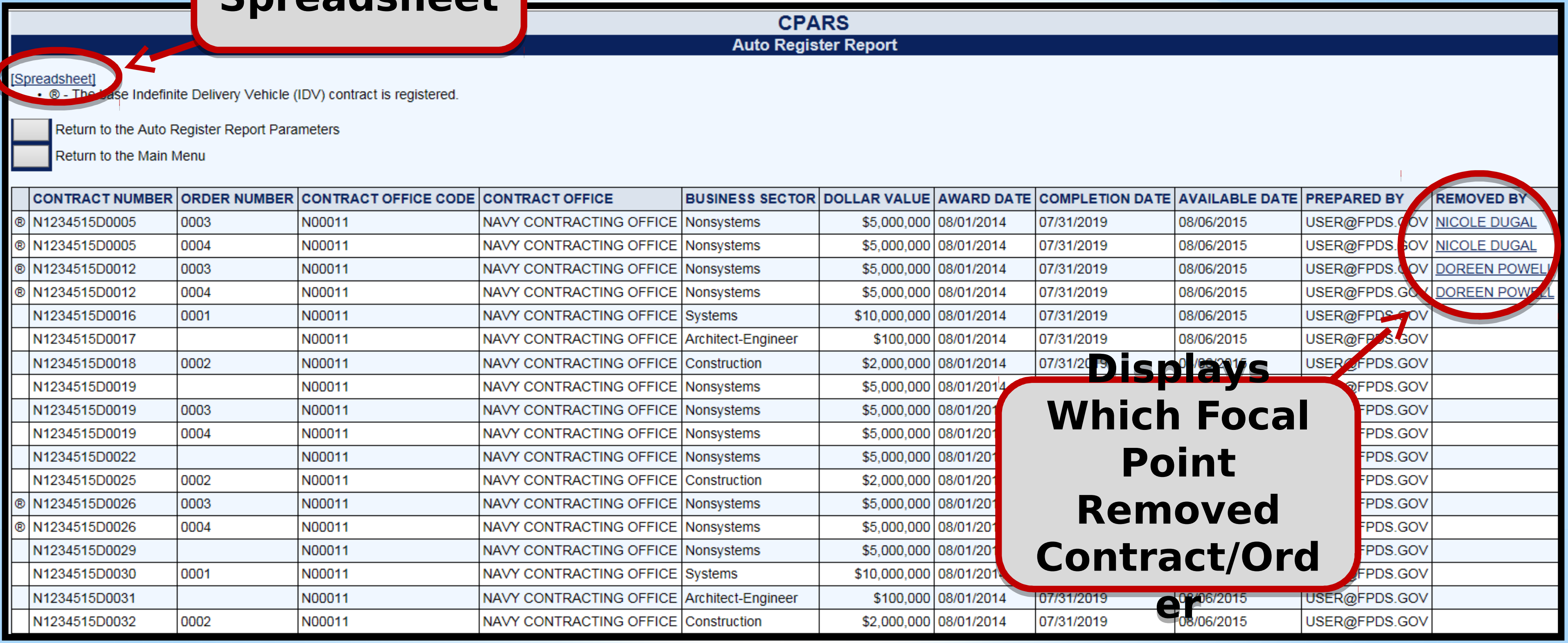
This allows you to see which contracts/orders have been removed and by which focal points.

2. Enter Full or Partial Contract Number
3. Click Run Report

Auto Register Report (Agency POC)

Download In Spreadsheet

Displays Which Focal Point Removed Contract/Order



CPARS

Auto Register Report

[Spreadsheet]

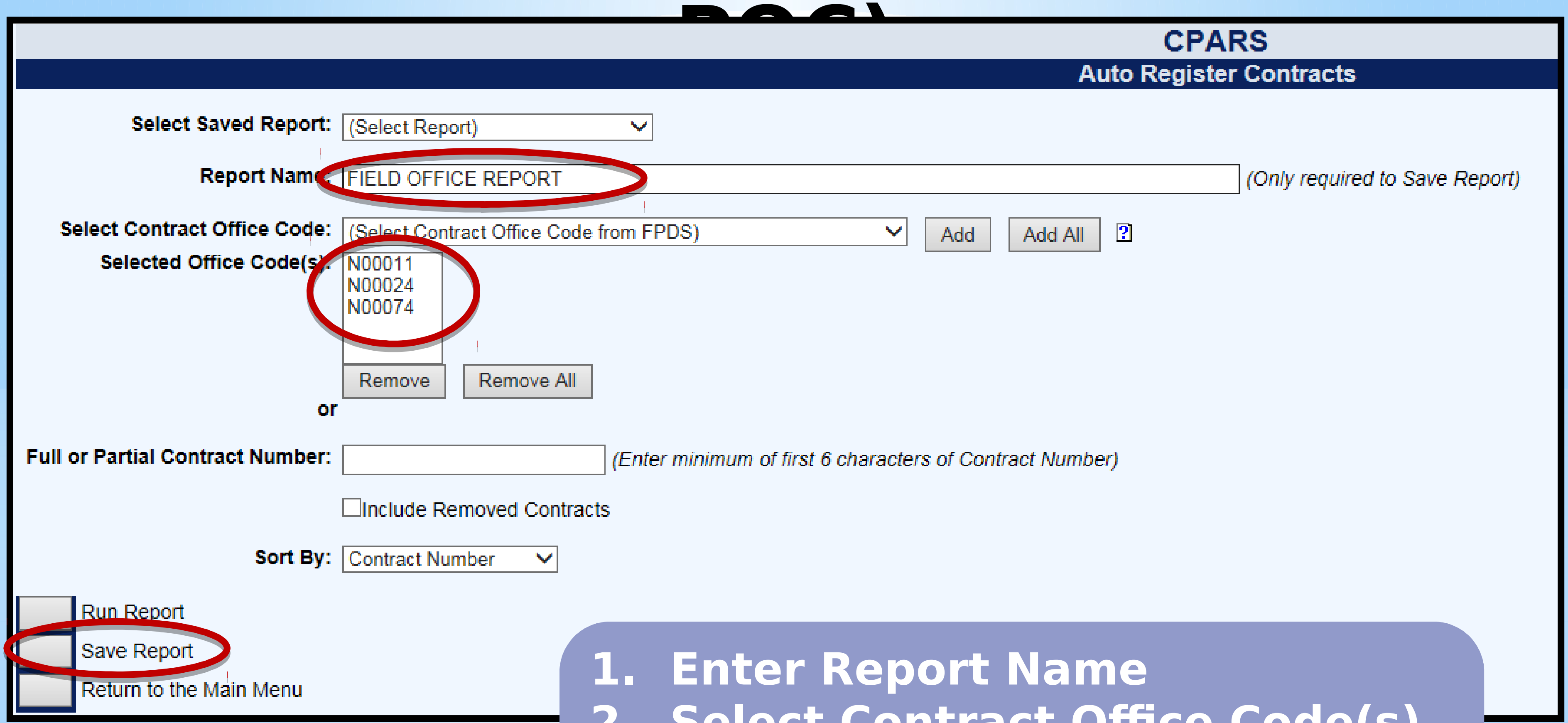
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

Return to the Auto Register Report Parameters

Return to the Main Menu

	CONTRACT NUMBER	ORDER NUMBER	CONTRACT OFFICE CODE	CONTRACT OFFICE	BUSINESS SECTOR	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	PREPARED BY	REMOVED BY
®	N1234515D0005	0003	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV	NICOLE DUGAL
®	N1234515D0005	0004	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV	NICOLE DUGAL
®	N1234515D0012	0003	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV	DOREEN POWELL
®	N1234515D0012	0004	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV	DOREEN POWELL
	N1234515D0016	0001	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV	
	N1234515D0017		N00011	NAVY CONTRACTING OFFICE	Architect-Engineer	$100,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV	
	N1234515D0018	0002	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/20		USER@FPDS.GOV	
	N1234515D0019		N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/2014			@FPDS.GOV	
	N1234515D0019	0003	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/201			FPDS.GOV	
	N1234515D0019	0004	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/201			FPDS.GOV	
	N1234515D0022		N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/201			FPDS.GOV	
	N1234515D0025	0002	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/201			FPDS.GOV	
®	N1234515D0026	0003	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/201			FPDS.GOV	
®	N1234515D0026	0004	N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/201			FPDS.GOV	
	N1234515D0029		N00011	NAVY CONTRACTING OFFICE	Nonsystems	$5,000,000	08/01/201			FPDS.GOV	
	N1234515D0030	0001	N00011	NAVY CONTRACTING OFFICE	Systems	$10,000,000	08/01/201			@FPDS.GOV	
	N1234515D0031		N00011	NAVY CONTRACTING OFFICE	Architect-Engineer	$100,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV	
	N1234515D0032	0002	N00011	NAVY CONTRACTING OFFICE	Construction	$2,000,000	08/01/2014	07/31/2019	08/06/2015	USER@FPDS.GOV	

Saving an Auto Register Report (Focal Point, Alternate, Agency POC)



CPARS

Auto Register Contracts

Select Saved Report: (Select Report)

Report Name: FIELD OFFICE REPORT *(Only required to Save Report)*

Select Contract Office Code: (Select Contract Office Code from FPDS)

Selected Office Code(s):
N00011
N00024
N00074

or

Full or Partial Contract Number: *(Enter minimum of first 6 characters of Contract Number)*

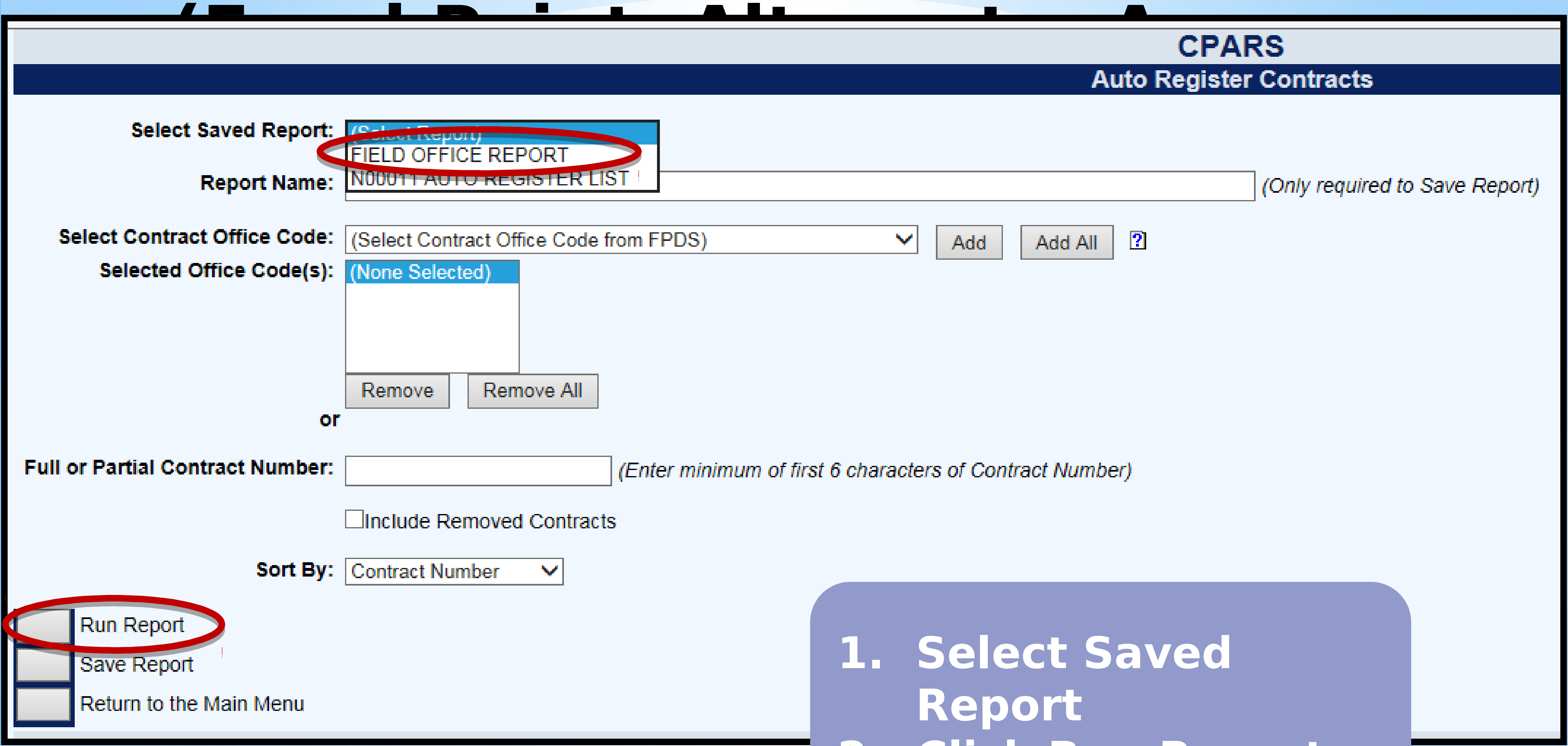
☐ Include Removed Contracts

Sort By: Contract Number

Add
Add All
?
Remove
Remove All
Run Report
Save Report
Return to the Main Menu

1. Enter Report Name
2. Select Contract Office Code(s) or Enter Full or Partial Contract Number
3. Click Save Report

Running a Saved Auto Register Report



CPARS

Auto Register Contracts

Select Saved Report: (Select Report)
FIELD OFFICE REPORT
N00011 AUTO REGISTER LIST

Report Name: (Only required to Save Report)

Select Contract Office Code: (Select Contract Office Code from FPDS)

Add
Add All
?

Selected Office Code(s): (None Selected)

Remove
Remove All

or

Full or Partial Contract Number: (Enter minimum of first 6 characters of Contract Number)

☐ Include Removed Contracts

Sort By: Contract Number

Run Report
Save Report
Return to the Main Menu

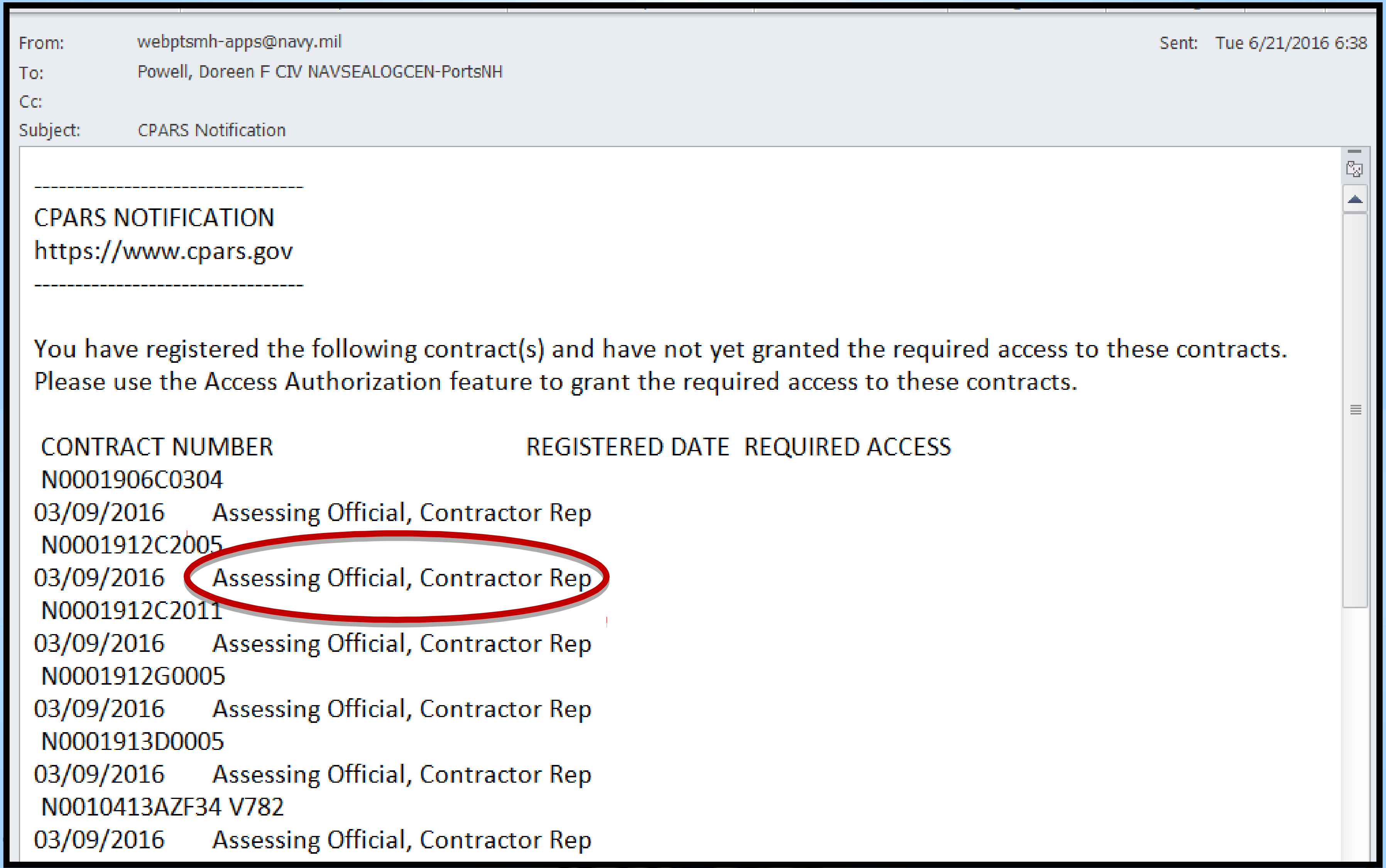
1. **Select Saved Report**
2. **Click Run Report**

Contract Registration Weekly Email Notifications

- ✓ Contracts Registered (Auto and Manual) With No Assessing Official and/or Contractor Representative Assigned
- ✓ Users Assigned to Contact Which is Available for Auto Register

Helpful Hint: Assign users then Auto Register contract/order immediately after.

Contract Registration



From: webptsmh-apps@navy.mil
Sent: Tue 6/21/2016 6:38
To: Powell, Doreen F CIV NAVSEALOGCEN-PortsNH
Cc:
Subject: CPARS Notification

CPARS NOTIFICATION
https://www.cpars.gov

You have registered the following contract(s) and have not yet granted the required access to these contracts. Please use the Access Authorization feature to grant the required access to these contracts.

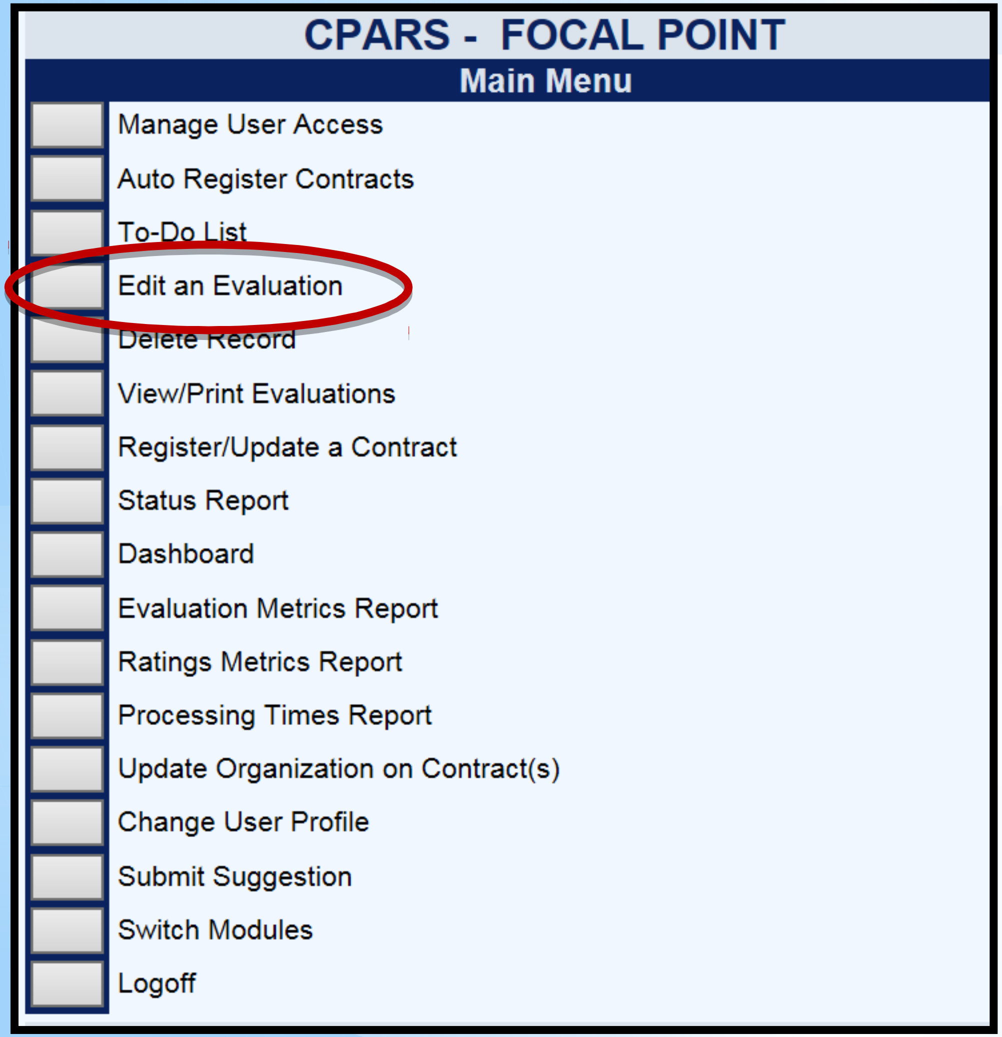
CONTRACT NUMBER REGISTERED DATE REQUIRED ACCESS
N0001906C0304
03/09/2016 Assessing Official, Contractor Rep
N0001912C2005
03/09/2016 Assessing Official, Contractor Rep
N0001912C2011
03/09/2016 Assessing Official, Contractor Rep
N0001912G0005
03/09/2016 Assessing Official, Contractor Rep
N0001913D0005
03/09/2016 Assessing Official, Contractor Rep
N0010413AZF34 V782
03/09/2016 Assessing Official, Contractor Rep

Manual Contract Registration

- FP/AFP/AO/AOR May Perform Manual Contract Registration
- Available in Limited Circumstances
  - Contract/Order Does Not Meet Reporting Threshold
  - Contract/Order Not Recorded in FPDS

Important Note:
If Contract/Order is Available for Auto Register, Manual Registration is Not Possible

Edit an Evaluation



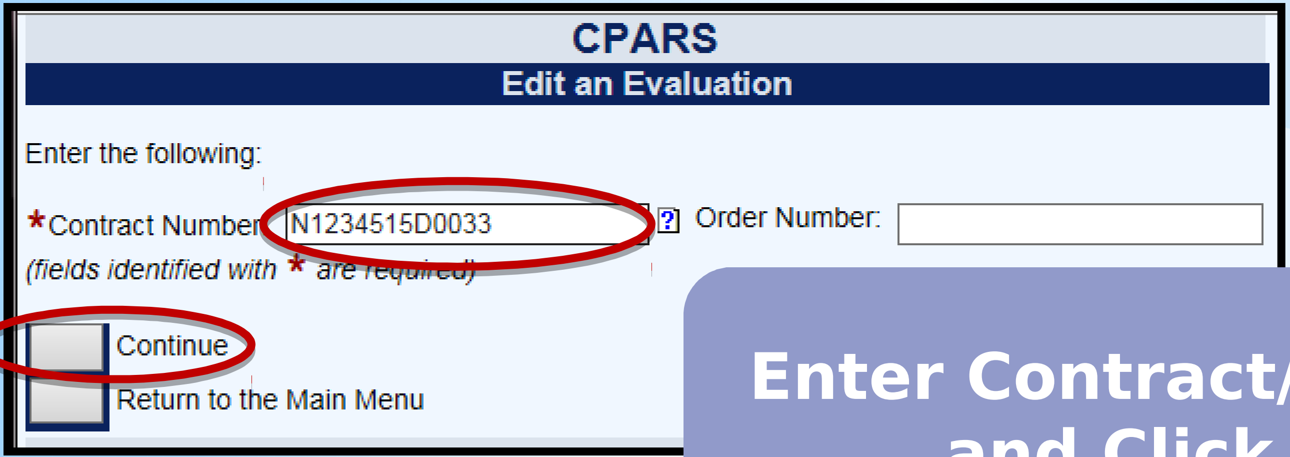
CPARS - FOCAL POINT

Main Menu

Manage User Access
Auto Register Contracts
To-Do List
Edit an Evaluation
Delete Record
View/Print Evaluations
Register/Update a Contract
Status Report
Dashboard
Evaluation Metrics Report
Ratings Metrics Report
Processing Times Report
Update Organization on Contract(s)
Change User Profile
Submit Suggestion
Switch Modules
Logoff

Select Edit an Evaluation

Edit an Evaluation



CPARS

Edit an Evaluation

Enter the following:

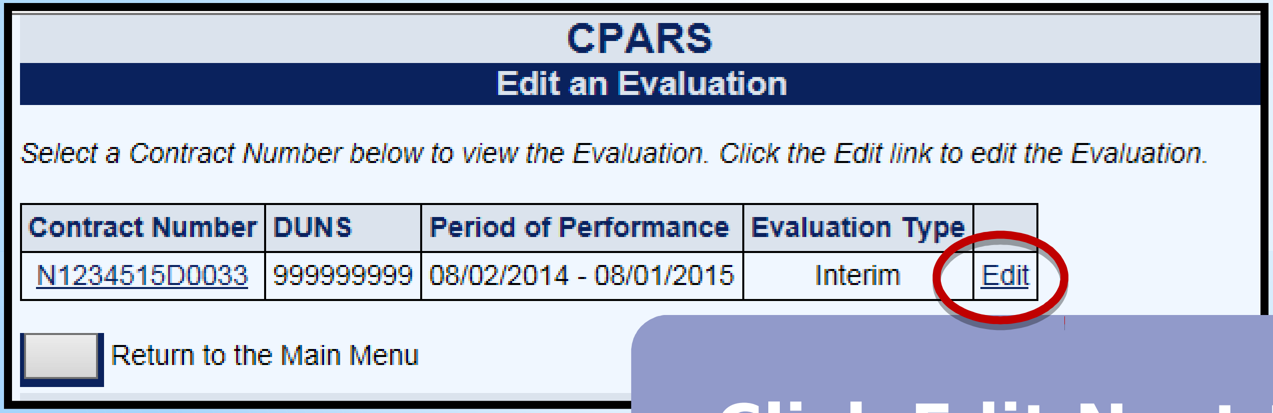
*Contract Number: N1234515D0033 ? Order Number:

*(fields identified with * are required)*

☐ Continue

☐ Return to the Main Menu

Enter Contract/Order Number and Click Continue



CPARS

Edit an Evaluation

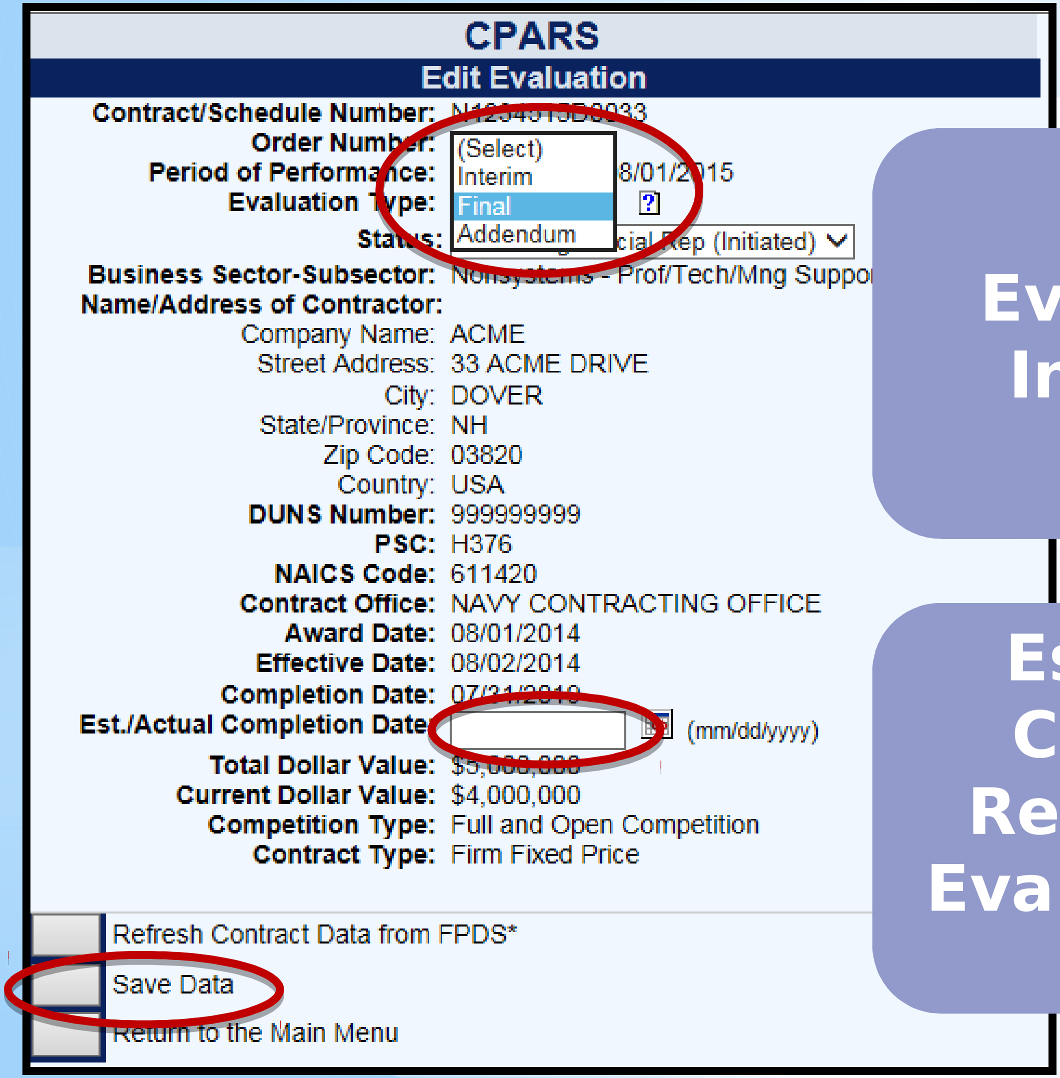
Select a Contract Number below to view the Evaluation. Click the Edit link to edit the Evaluation.

Contract Number	DUNS	Period of Performance	Evaluation Type	
N1234515D0033	999999999	08/02/2014 - 08/01/2015	Interim	Edit

☐ Return to the Main Menu

Click Edit Next to Evaluation

Edit an Evaluation
Change Evaluation Type



CPARS

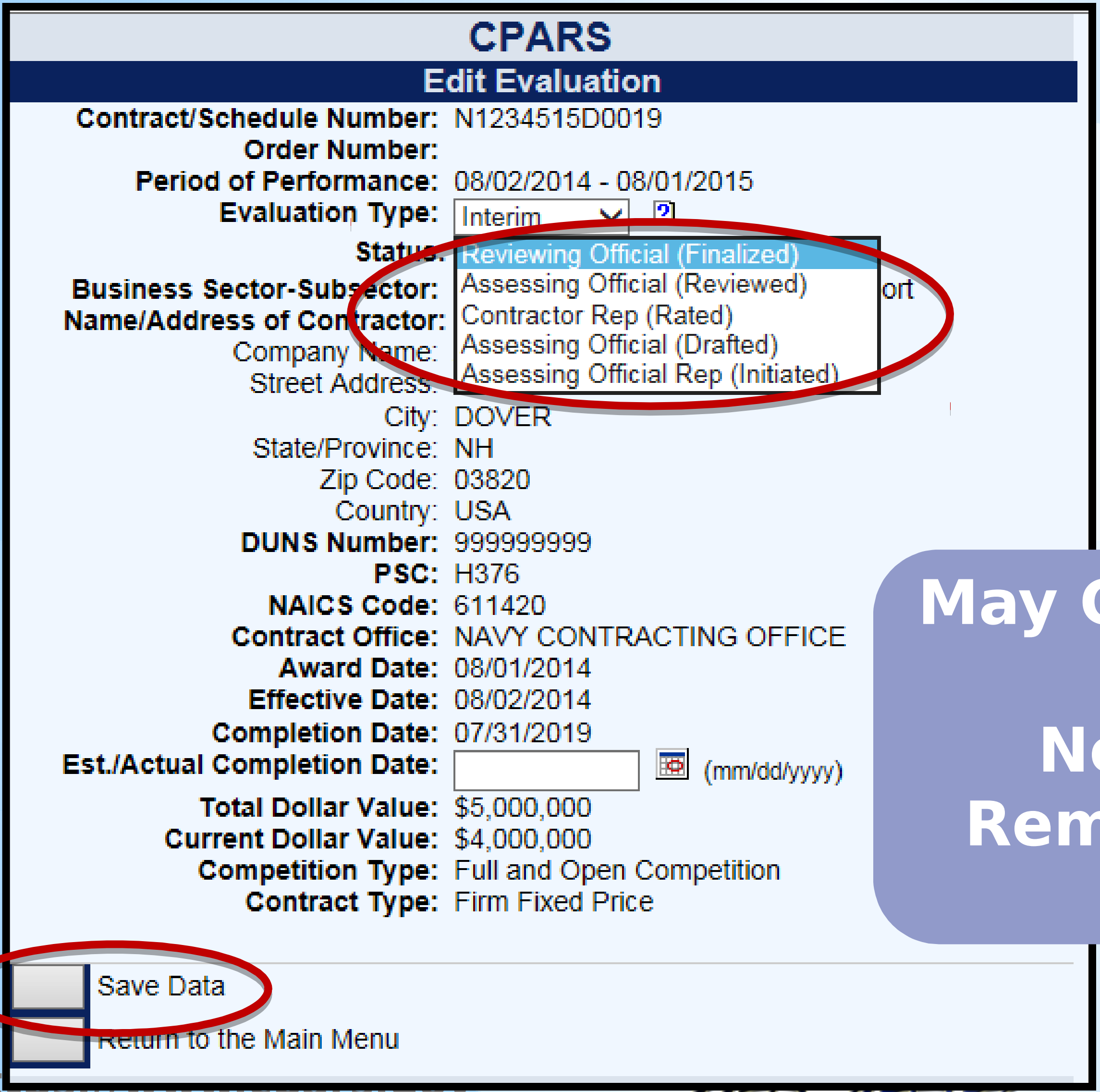
Edit Evaluation

Contract/Schedule Number: N1234515D0033
Order Number:
Period of Performance: 8/01/2015
Evaluation Type: (Select) / Interim / Final / Addendum
Status: cial Rep (Initiated)
Business Sector-Subsector: Nonsystems - Prof/Tech/Mng Suppo
Name/Address of Contractor:
Company Name: ACME
Street Address: 33 ACME DRIVE
City: DOVER
State/Province: NH
Zip Code: 03820
Country: USA
DUNS Number: 999999999
PSC: H376
NAICS Code: 611420
Contract Office: NAVY CONTRACTING OFFICE
Award Date: 08/01/2014
Effective Date: 08/02/2014
Completion Date: 07/31/2019
Est./Actual Completion Date: ☐ (mm/dd/yyyy)
Total Dollar Value: $5,000,000
Current Dollar Value: $4,000,000
Competition Type: Full and Open Competition
Contract Type: Firm Fixed Price

May Change Evaluation Type to Interim, Final, or Addendum

Estimated/Actual Completion Date Required if Change Evaluation to Final or Addendum

Edit an Evaluation
Change Status



CPARS

Edit Evaluation

Contract/Schedule Number: N1234515D0019

Order Number:

Period of Performance: 08/02/2014 - 08/01/2015

Evaluation Type: Interim

Status:
- Reviewing Official (Finalized)
- Assessing Official (Reviewed)
- Contractor Rep (Rated)
- Assessing Official (Drafted)
- Assessing Official Rep (Initiated)

Business Sector-Subsector: ort

Name/Address of Contractor:

Company Name:

Street Address:

City: DOVER

State/Province: NH

Zip Code: 03820

Country: USA

DUNS Number: 999999999

PSC: H376

NAICS Code: 611420

Contract Office: NAVY CONTRACTING OFFICE

Award Date: 08/01/2014

Effective Date: 08/02/2014

Completion Date: 07/31/2019

Est./Actual Completion Date: (mm/dd/yyyy)

Total Dollar Value: $5,000,000

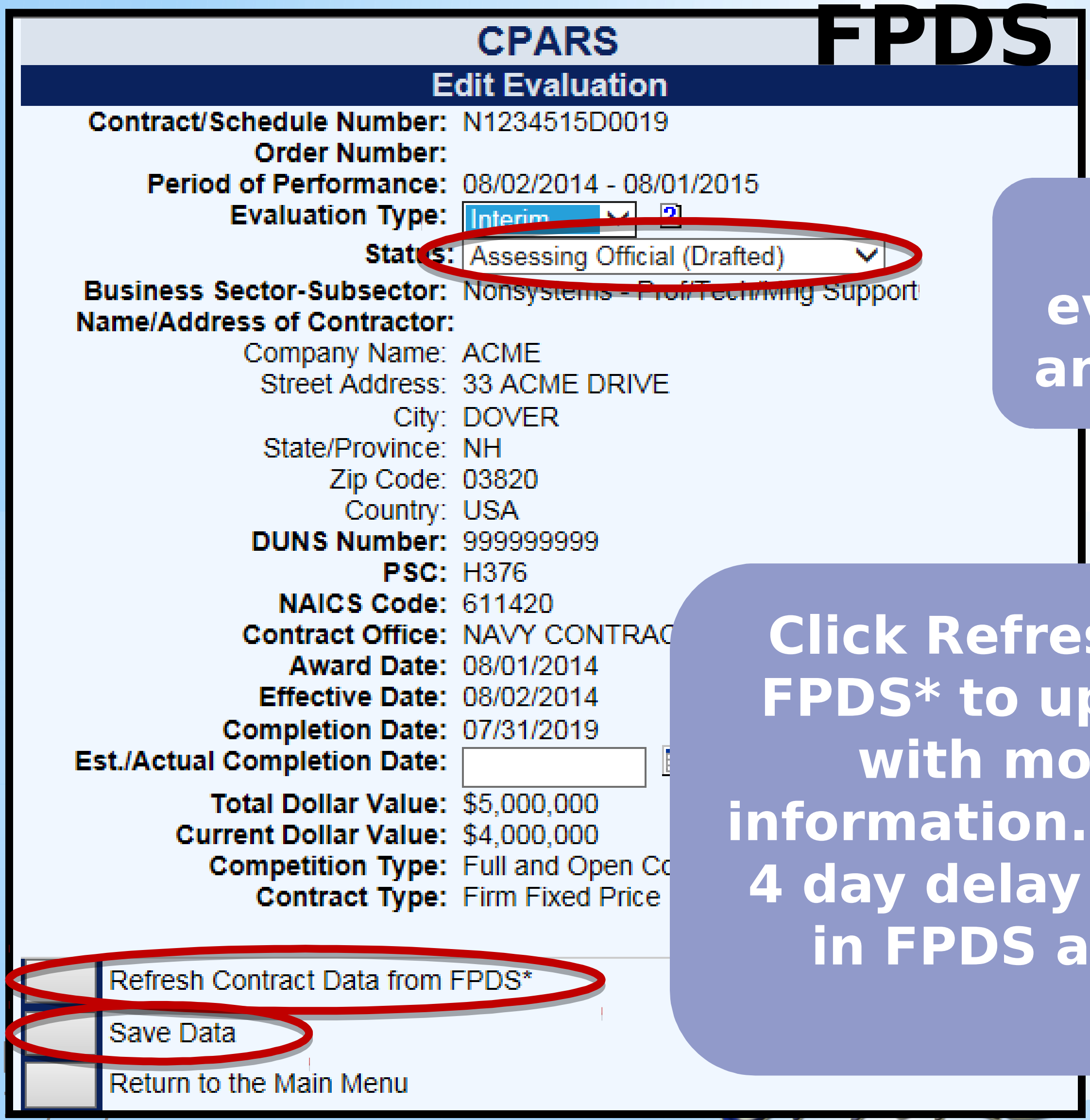
Current Dollar Value: $4,000,000

Competition Type: Full and Open Competition

Contract Type: Firm Fixed Price

May Change Status of Evaluation
Note: May NOT Remove Evaluation From PPIRS

Edit an Evaluation Refresh Contract Data From FPDS



CPARS

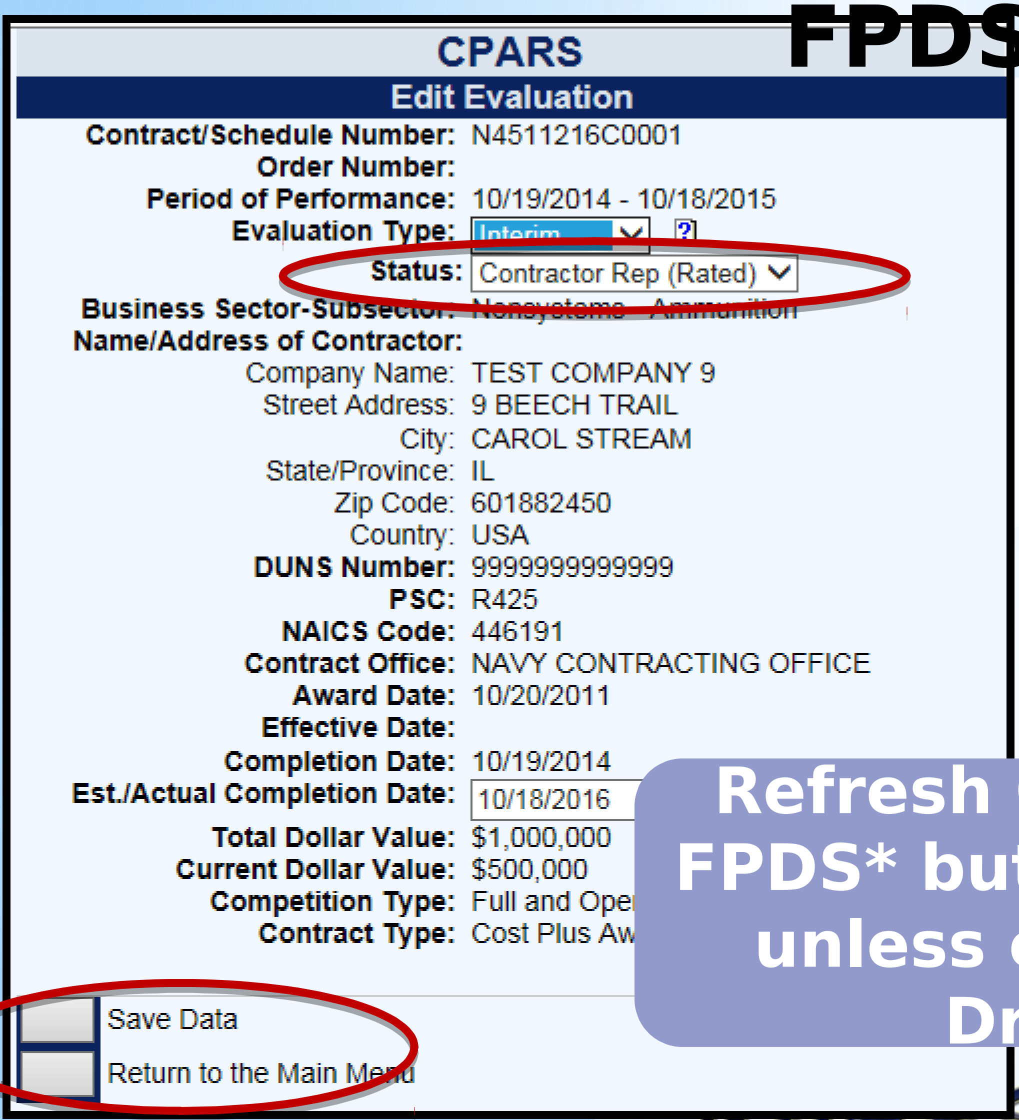
Edit Evaluation

Contract/Schedule Number: N1234515D0019
Order Number:
Period of Performance: 08/02/2014 - 08/01/2015
Evaluation Type: Interim
Status: Assessing Official (Drafted)
Business Sector-Subsector: Nonsystems - Prof/Tech/Mng Support
Name/Address of Contractor:
Company Name: ACME
Street Address: 33 ACME DRIVE
City: DOVER
State/Province: NH
Zip Code: 03820
Country: USA
DUNS Number: 999999999
PSC: H376
NAICS Code: 611420
Contract Office: NAVY CONTRAC
Award Date: 08/01/2014
Effective Date: 08/02/2014
Completion Date: 07/31/2019
Est./Actual Completion Date:
Total Dollar Value: $5,000,000
Current Dollar Value: $4,000,000
Competition Type: Full and Open Co
Contract Type: Firm Fixed Price

May refresh data for evaluations at Initiated and Drafted status only.

Click Refresh Contract Data from FPDS* to update all fields on eval with most current contract information. Note that there is a 3-4 day delay between entry of data in FPDS and display of data in CPARS.

Edit an Evaluation Refresh Contract Data From FPDS



CPARS

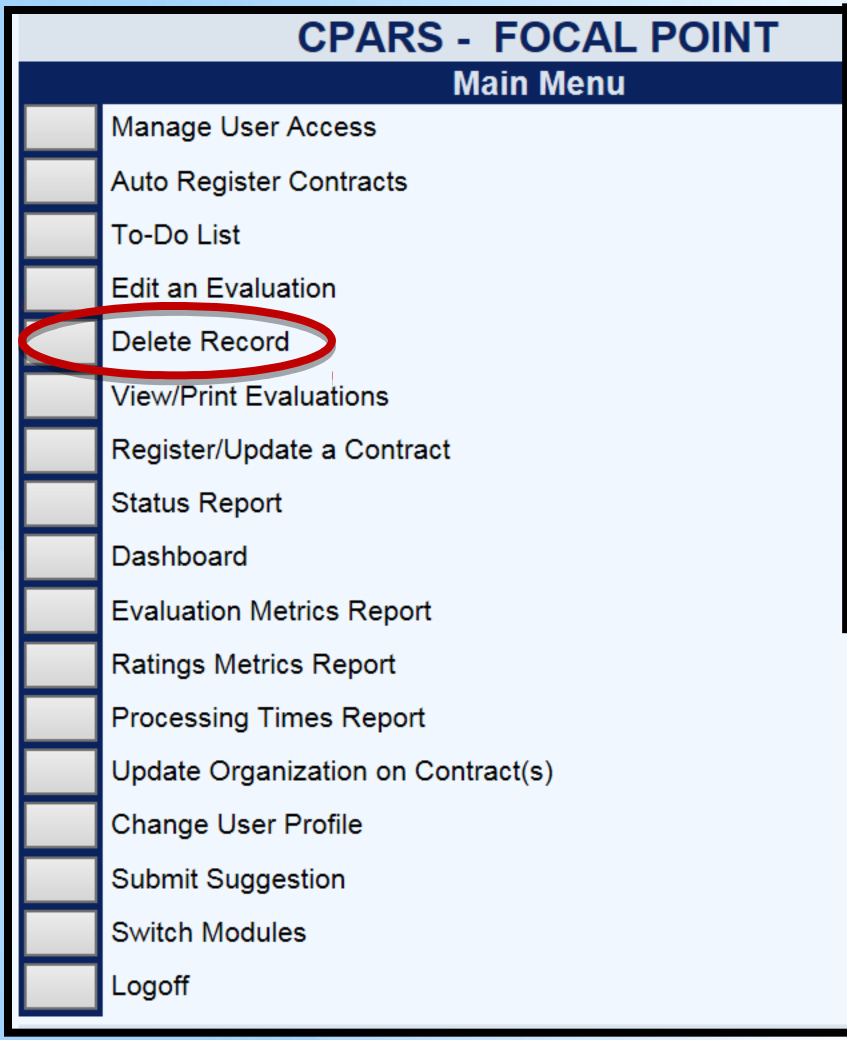
Edit Evaluation

Contract/Schedule Number: N4511216C0001
Order Number:
Period of Performance: 10/19/2014 - 10/18/2015
Evaluation Type: Interim
Status: Contractor Rep (Rated)
Business Sector-Subsector: Nonsystems - Ammunition
Name/Address of Contractor:
Company Name: TEST COMPANY 9
Street Address: 9 BEECH TRAIL
City: CAROL STREAM
State/Province: IL
Zip Code: 601882450
Country: USA
DUNS Number: 999999999999
PSC: R425
NAICS Code: 446191
Contract Office: NAVY CONTRACTING OFFICE
Award Date: 10/20/2011
Effective Date:
Completion Date: 10/19/2014
Est./Actual Completion Date: 10/18/2016
Total Dollar Value: $1,000,000
Current Dollar Value: $500,000
Competition Type: Full and Ope
Contract Type: Cost Plus Aw

Refresh Contract Data From FPDS* button will NOT display unless eval at Initiated or Drafted status.

ht

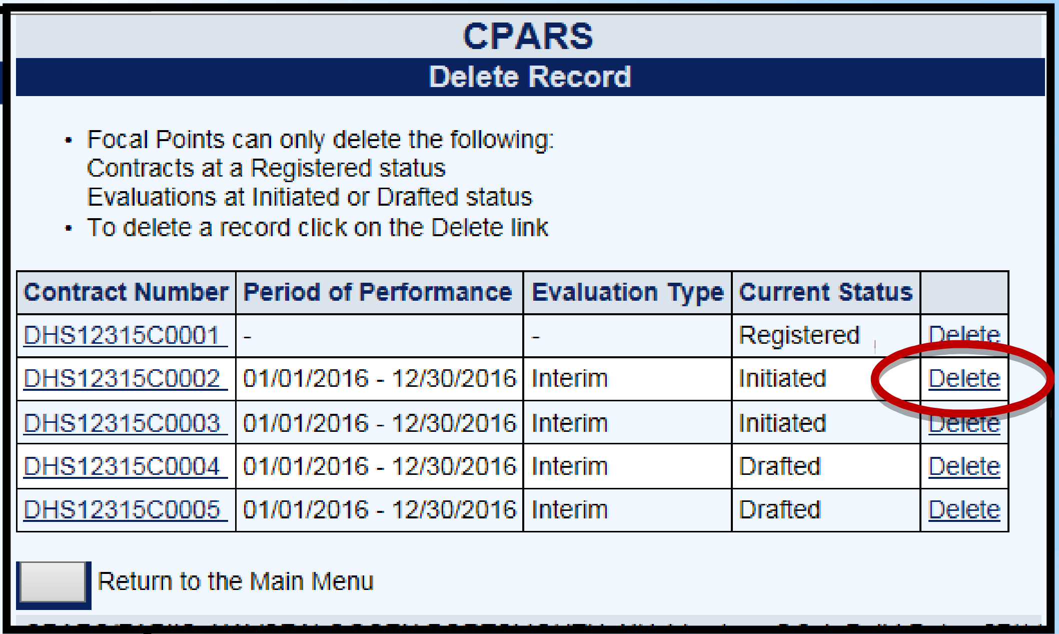
Delete In-Process Record



CPARS - FOCAL POINT

Main Menu

- ☐ Manage User Access
- ☐ Auto Register Contracts
- ☐ To-Do List
- ☐ Edit an Evaluation
- ☐ Delete Record
- ☐ View/Print Evaluations
- ☐ Register/Update a Contract
- ☐ Status Report
- ☐ Dashboard
- ☐ Evaluation Metrics Report
- ☐ Ratings Metrics Report
- ☐ Processing Times Report
- ☐ Update Organization on Contract(s)
- ☐ Change User Profile
- ☐ Submit Suggestion
- ☐ Switch Modules
- ☐ Logoff



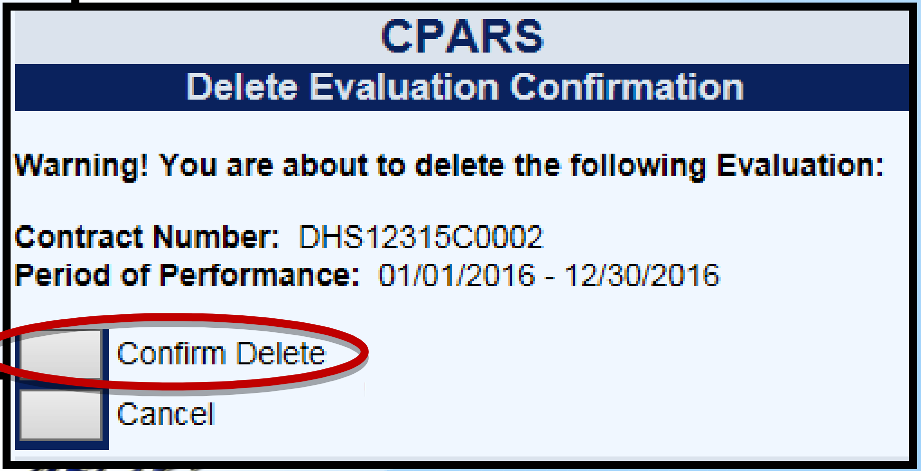
CPARS

Delete Record

- Focal Points can only delete the following:
  Contracts at a Registered status
  Evaluations at Initiated or Drafted status
- To delete a record click on the Delete link

Contract Number	Period of Performance	Evaluation Type	Current Status	
DHS12315C0001	-	-	Registered	Delete
DHS12315C0002	01/01/2016 - 12/30/2016	Interim	Initiated	Delete
DHS12315C0003	01/01/2016 - 12/30/2016	Interim	Initiated	Delete
DHS12315C0004	01/01/2016 - 12/30/2016	Interim	Drafted	Delete
DHS12315C0005	01/01/2016 - 12/30/2016	Interim	Drafted	Delete

☐ Return to the Main Menu



CPARS

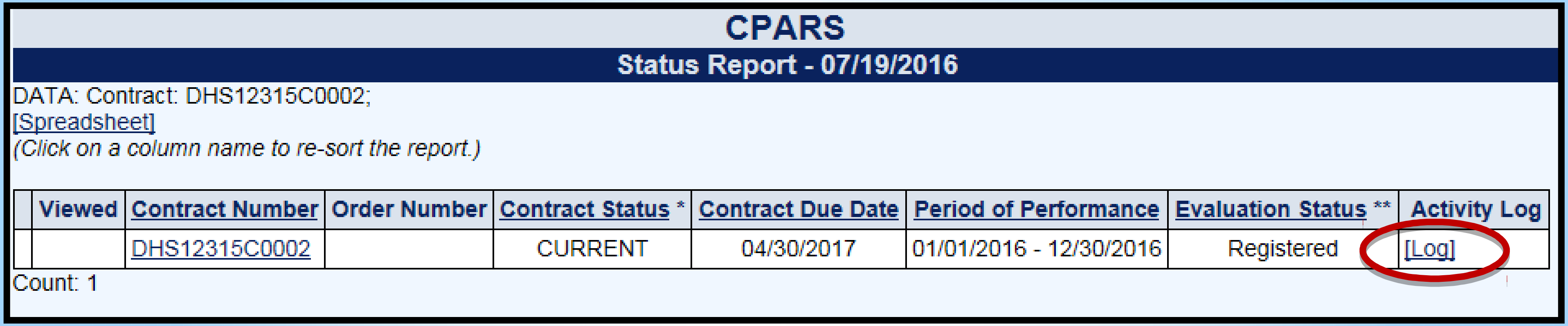
Delete Evaluation Confirmation

Warning! You are about to delete the following Evaluation:

Contract Number: DHS12315C0002
Period of Performance: 01/01/2016 - 12/30/2016

☐ Confirm Delete
☐ Cancel

Delete In-Process Record



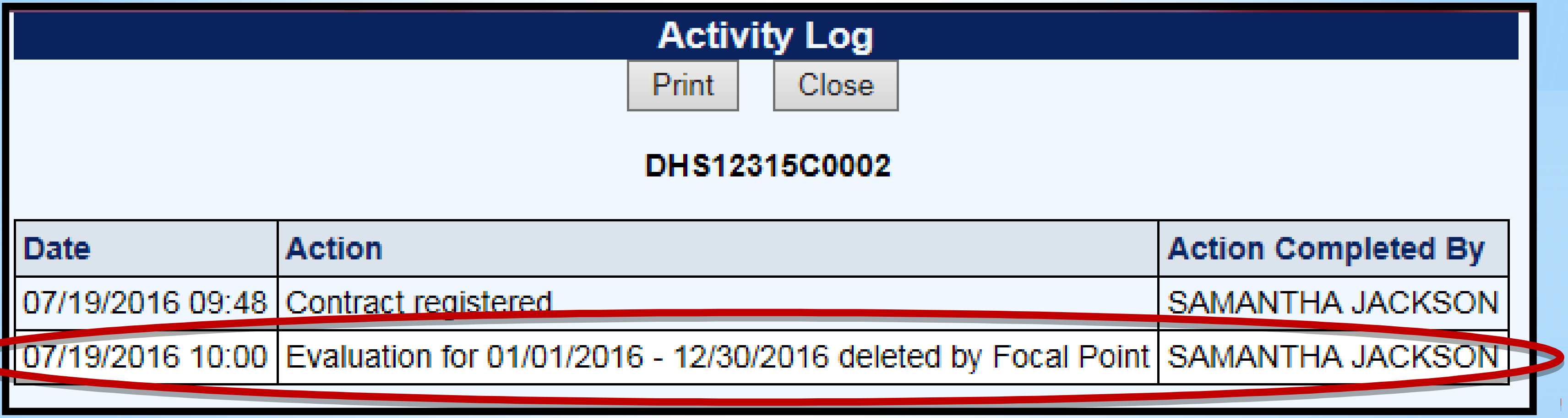
CPARS

Status Report - 07/19/2016

DATA: Contract: DHS12315C0002;
[Spreadsheet]
(Click on a column name to re-sort the report.)

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	Activity Log
		DHS12315C0002		CURRENT	04/30/2017	01/01/2016 - 12/30/2016	Registered	[Log]

Count: 1



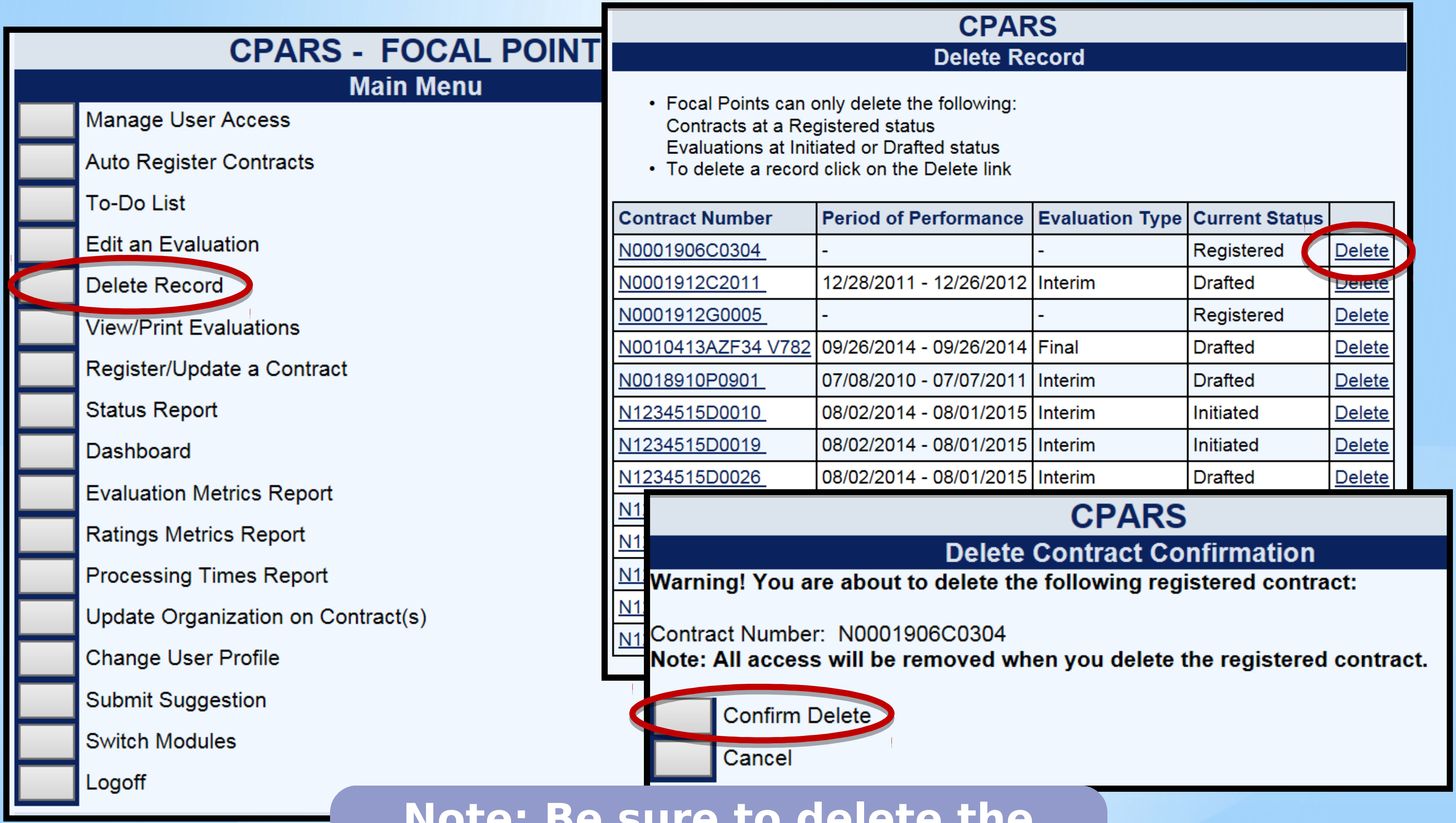
Activity Log

DHS12315C0002

Date	Action	Action Completed By
07/19/2016 09:48	Contract registered	SAMANTHA JACKSON
07/19/2016 10:00	Evaluation for 01/01/2016 - 12/30/2016 deleted by Focal Point	SAMANTHA JACKSON

Activity Log displays when eval was deleted and by whom.

Delete Registered Contract/Order



CPARS - FOCAL POINT

Main Menu

- Manage User Access
- Auto Register Contracts
- To-Do List
- Edit an Evaluation
- Delete Record
- View/Print Evaluations
- Register/Update a Contract
- Status Report
- Dashboard
- Evaluation Metrics Report
- Ratings Metrics Report
- Processing Times Report
- Update Organization on Contract(s)
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

CPARS

Delete Record

- Focal Points can only delete the following:
  Contracts at a Registered status
  Evaluations at Initiated or Drafted status
- To delete a record click on the Delete link

Contract Number	Period of Performance	Evaluation Type	Current Status	
N0001906C0304	-	-	Registered	Delete
N0001912C2011	12/28/2011 - 12/26/2012	Interim	Drafted	Delete
N0001912G0005	-	-	Registered	Delete
N0010413AZF34 V782	09/26/2014 - 09/26/2014	Final	Drafted	Delete
N0018910P0901	07/08/2010 - 07/07/2011	Interim	Drafted	Delete
N1234515D0010	08/02/2014 - 08/01/2015	Interim	Initiated	Delete
N1234515D0019	08/02/2014 - 08/01/2015	Interim	Initiated	Delete
N1234515D0026	08/02/2014 - 08/01/2015	Interim	Drafted	Delete
N1				
N1				
N1				
N1				
N1				

CPARS

Delete Contract Confirmation

Warning! You are about to delete the following registered contract:

Contract Number: N0001906C0304

Note: All access will be removed when you delete the registered contract.

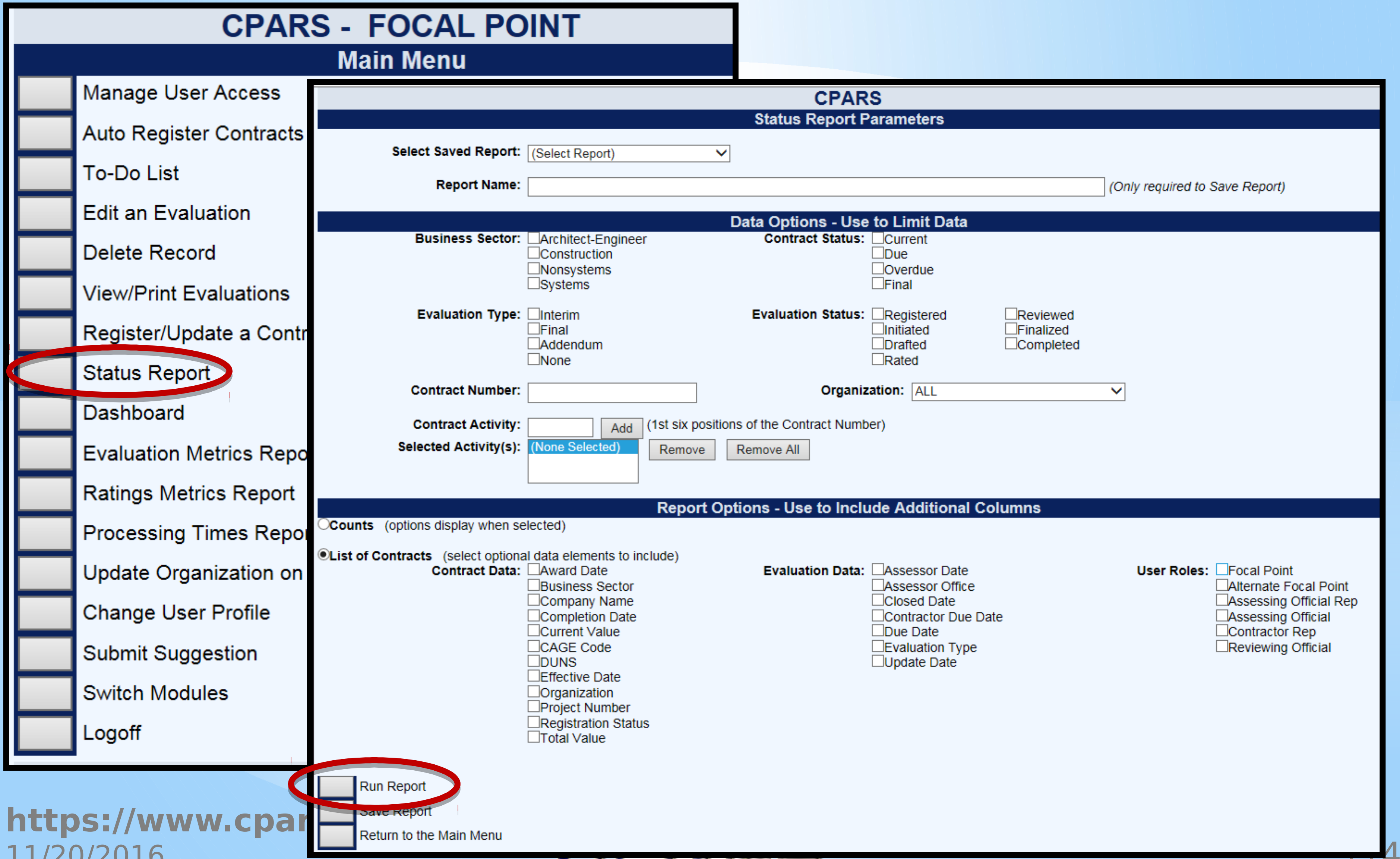
- Confirm Delete
- Cancel

Note: Be sure to delete the registered contract information

Status Report

- ✓ Keep Qualifiers/Parameters Simple
- ✓ Use Report to Monitor Process
- ✓ User List
- ✓ Activity Log
- ✓ Spreadsheet

Status Report



CPARS - FOCAL POINT

Main Menu

- Manage User Access
- Auto Register Contracts
- To-Do List
- Edit an Evaluation
- Delete Record
- View/Print Evaluations
- Register/Update a Contr
- Status Report
- Dashboard
- Evaluation Metrics Repo
- Ratings Metrics Report
- Processing Times Repor
- Update Organization on
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

CPARS

Status Report Parameters

Select Saved Report: (Select Report)

Report Name: *(Only required to Save Report)*

Data Options - Use to Limit Data

Business Sector: ☐Architect-Engineer ☐Construction ☐Nonsystems ☐Systems

Contract Status: ☐Current ☐Due ☐Overdue ☐Final

Evaluation Type: ☐Interim ☐Final ☐Addendum ☐None

Evaluation Status: ☐Registered ☐Initiated ☐Drafted ☐Rated ☐Reviewed ☐Finalized ☐Completed

Contract Number:

Organization: ALL

Contract Activity: Add (1st six positions of the Contract Number)

Selected Activity(s): (None Selected) Remove Remove All

Report Options - Use to Include Additional Columns

○**Counts** (options display when selected)

●**List of Contracts** (select optional data elements to include)

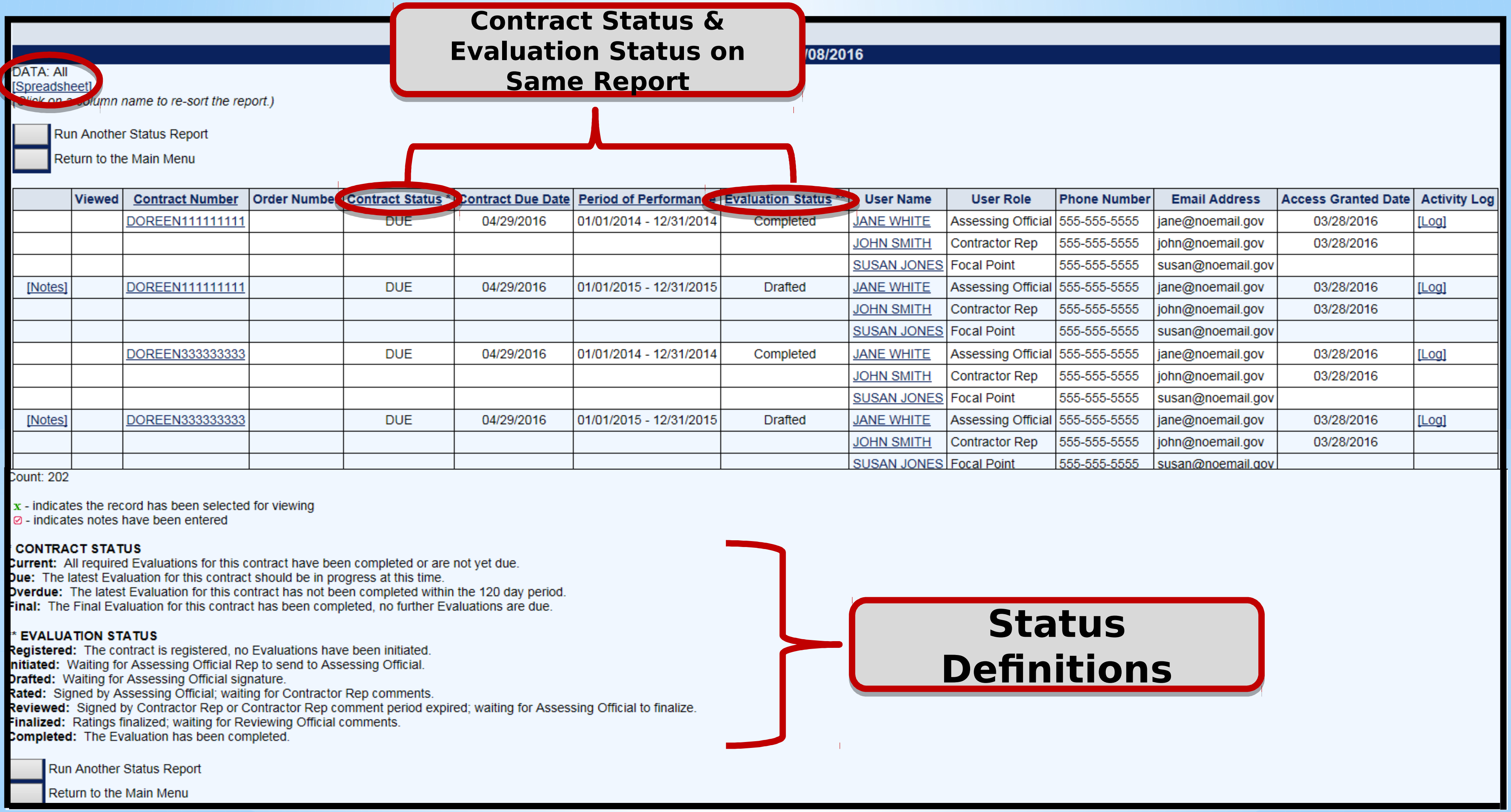
Contract Data: ☐Award Date ☐Business Sector ☐Company Name ☐Completion Date ☐Current Value ☐CAGE Code ☐DUNS ☐Effective Date ☐Organization ☐Project Number ☐Registration Status ☐Total Value

Evaluation Data: ☐Assessor Date ☐Assessor Office ☐Closed Date ☐Contractor Due Date ☐Due Date ☐Evaluation Type ☐Update Date

User Roles: ☐Focal Point ☐Alternate Focal Point ☐Assessing Official Rep ☐Assessing Official ☐Contractor Rep ☐Reviewing Official

- Run Report
- Save Report
- Return to the Main Menu

Status Report



Contract Status & Evaluation Status on Same Report

/08/2016

DATA: All
[Spreadsheet]
(Click on a column name to re-sort the report.)

☐ Run Another Status Report
☐ Return to the Main Menu

	Viewed	Contract Number	Order Numbe	Contract Status *	Contract Due Date	Period of Performan	Evaluation Status **	User Name	User Role	Phone Number	Email Address	Access Granted Date	Activity Log
		DOREEN111111111		DUE	04/29/2016	01/01/2014 - 12/31/2014	Completed	JANE WHITE	Assessing Official	555-555-5555	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		
[Notes]		DOREEN111111111		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	JANE WHITE	Assessing Official	555-555-5555	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		
		DOREEN333333333		DUE	04/29/2016	01/01/2014 - 12/31/2014	Completed	JANE WHITE	Assessing Official	555-555-5555	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		
[Notes]		DOREEN333333333		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	JANE WHITE	Assessing Official	555-555-5555	jane@noemail.gov	03/28/2016	[Log]
								JOHN SMITH	Contractor Rep	555-555-5555	john@noemail.gov	03/28/2016	
								SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov		

Count: 202

x - indicates the record has been selected for viewing
☑ - indicates notes have been entered

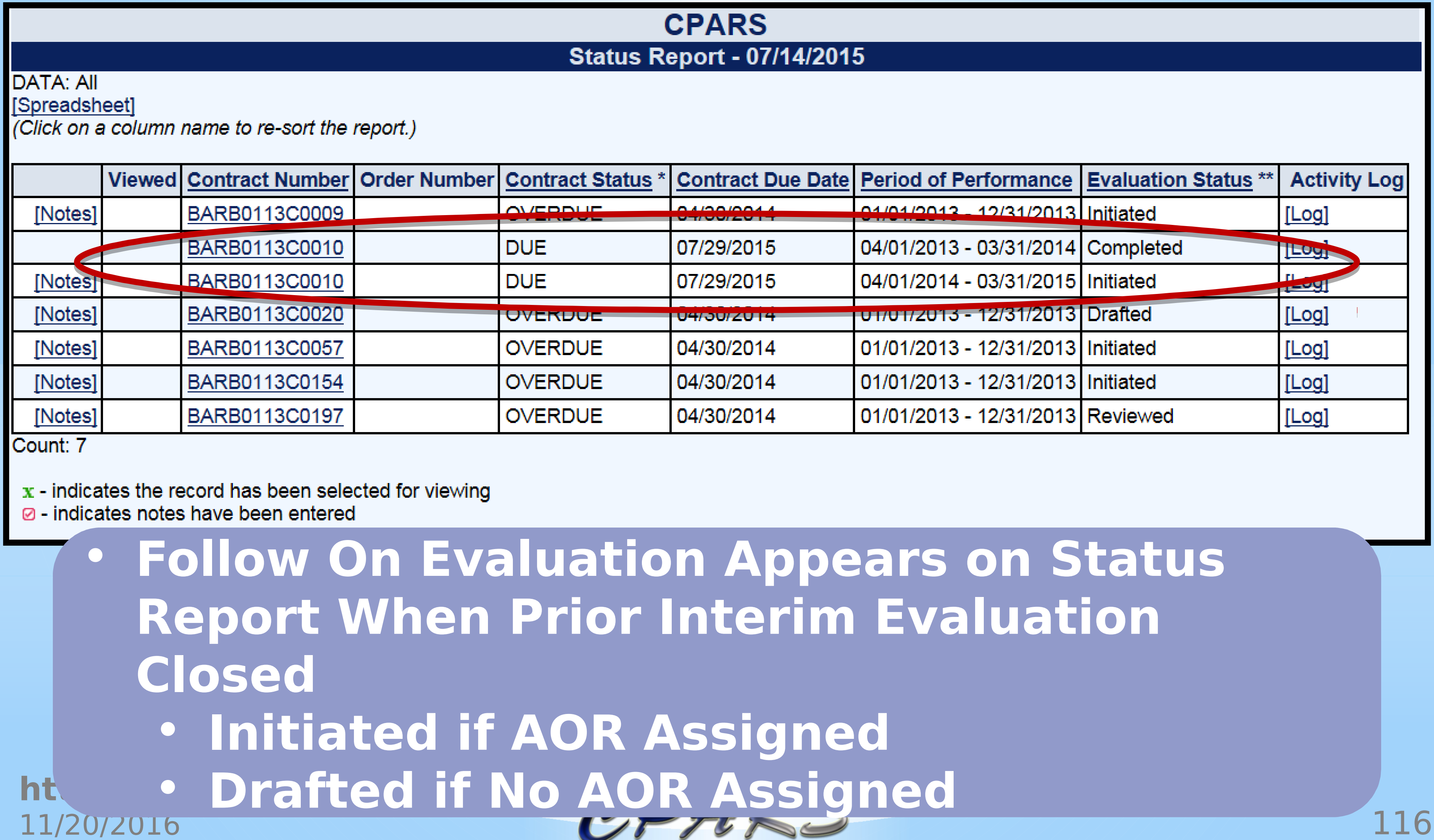
*** CONTRACT STATUS**
Current: All required Evaluations for this contract have been completed or are not yet due.
Due: The latest Evaluation for this contract should be in progress at this time.
Overdue: The latest Evaluation for this contract has not been completed within the 120 day period.
Final: The Final Evaluation for this contract has been completed, no further Evaluations are due.

**** EVALUATION STATUS**
Registered: The contract is registered, no Evaluations have been initiated.
Initiated: Waiting for Assessing Official Rep to send to Assessing Official.
Drafted: Waiting for Assessing Official signature.
Rated: Signed by Assessing Official; waiting for Contractor Rep comments.
Reviewed: Signed by Contractor Rep or Contractor Rep comment period expired; waiting for Assessing Official to finalize.
Finalized: Ratings finalized; waiting for Reviewing Official comments.
Completed: The Evaluation has been completed.

☐ Run Another Status Report
☐ Return to the Main Menu

Status Definitions

Status Report
Follow-On Evaluation



CPARS

Status Report - 07/14/2015

DATA: All

[Spreadsheet]

(Click on a column name to re-sort the report.)

	Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	Activity Log
[Notes]		BARB0113C0009		OVERDUE	04/30/2014	01/01/2013 - 12/31/2013	Initiated	[Log]
		BARB0113C0010		DUE	07/29/2015	04/01/2013 - 03/31/2014	Completed	[Log]
[Notes]		BARB0113C0010		DUE	07/29/2015	04/01/2014 - 03/31/2015	Initiated	[Log]
[Notes]		BARB0113C0020		OVERDUE	04/30/2014	01/01/2013 - 12/31/2013	Drafted	[Log]
[Notes]		BARB0113C0057		OVERDUE	04/30/2014	01/01/2013 - 12/31/2013	Initiated	[Log]
[Notes]		BARB0113C0154		OVERDUE	04/30/2014	01/01/2013 - 12/31/2013	Initiated	[Log]
[Notes]		BARB0113C0197		OVERDUE	04/30/2014	01/01/2013 - 12/31/2013	Reviewed	[Log]

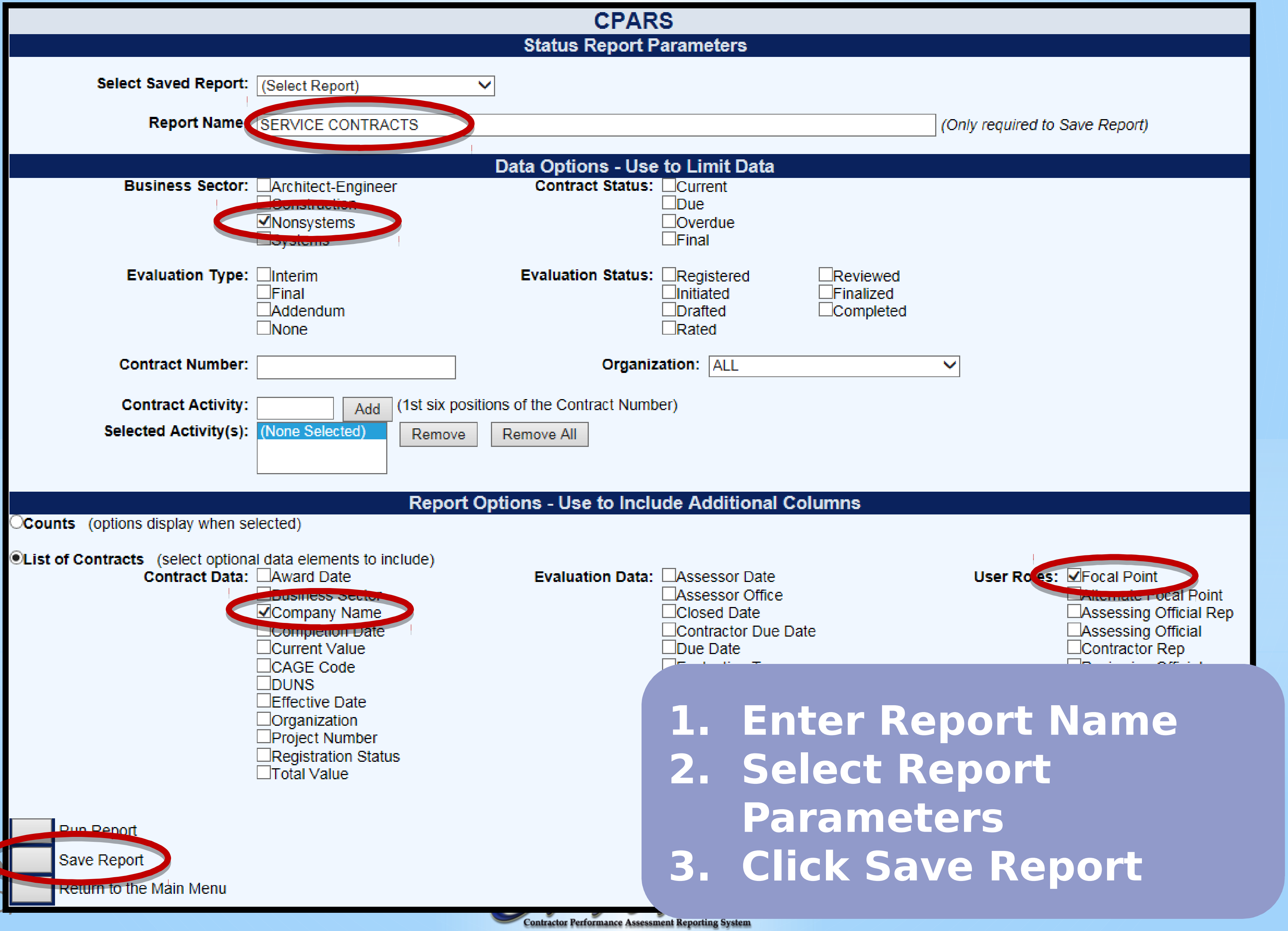
Count: 7

x - indicates the record has been selected for viewing

☑ - indicates notes have been entered

- **Follow On Evaluation Appears on Status Report When Prior Interim Evaluation Closed**
  - **Initiated if AOR Assigned**
  - **Drafted if No AOR Assigned**

Saving a Status Report



CPARS

Status Report Parameters

Select Saved Report: (Select Report)

Report Name: SERVICE CONTRACTS *(Only required to Save Report)*

Data Options - Use to Limit Data

Business Sector: ☐Architect-Engineer ☐Construction ☑Nonsystems ☐Systems

Contract Status: ☐Current ☐Due ☐Overdue ☐Final

Evaluation Type: ☐Interim ☐Final ☐Addendum ☐None

Evaluation Status: ☐Registered ☐Initiated ☐Drafted ☐Rated ☐Reviewed ☐Finalized ☐Completed

Contract Number:

Organization: ALL

Contract Activity: (1st six positions of the Contract Number)

Selected Activity(s): (None Selected)

Report Options - Use to Include Additional Columns

○**Counts** (options display when selected)

●**List of Contracts** (select optional data elements to include)

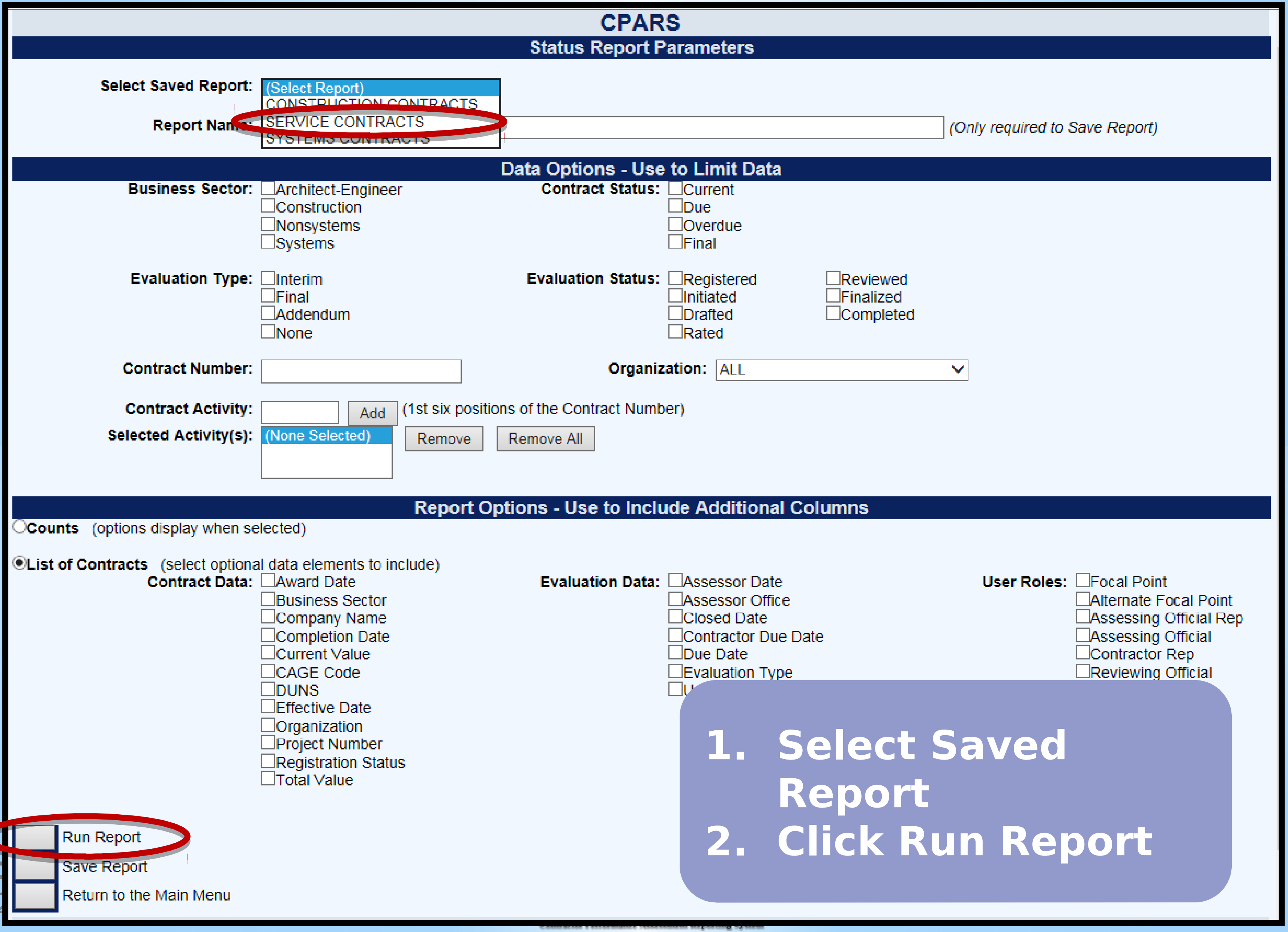
Contract Data: ☐Award Date ☐Business Sector ☑Company Name ☐Completion Date ☐Current Value ☐CAGE Code ☐DUNS ☐Effective Date ☐Organization ☐Project Number ☐Registration Status ☐Total Value

Evaluation Data: ☐Assessor Date ☐Assessor Office ☐Closed Date ☐Contractor Due Date ☐Due Date

User Roles: ☑Focal Point ☐Alternate Focal Point ☐Assessing Official Rep ☐Assessing Official ☐Contractor Rep

1. **Enter Report Name**
2. **Select Report Parameters**
3. **Click Save Report**

Running a Saved Status



CPARS

Status Report Parameters

Select Saved Report: (Select Report) / CONSTRUCTION CONTRACTS / SERVICE CONTRACTS / SYSTEMS CONTRACTS

Report Name: (Only required to Save Report)

Data Options - Use to Limit Data

Business Sector: ☐Architect-Engineer ☐Construction ☐Nonsystems ☐Systems

Contract Status: ☐Current ☐Due ☐Overdue ☐Final

Evaluation Type: ☐Interim ☐Final ☐Addendum ☐None

Evaluation Status: ☐Registered ☐Initiated ☐Drafted ☐Rated ☐Reviewed ☐Finalized ☐Completed

Contract Number:

Organization: ALL

Contract Activity: Add (1st six positions of the Contract Number)

Selected Activity(s): (None Selected) Remove Remove All

Report Options - Use to Include Additional Columns

○**Counts** (options display when selected)

●**List of Contracts** (select optional data elements to include)

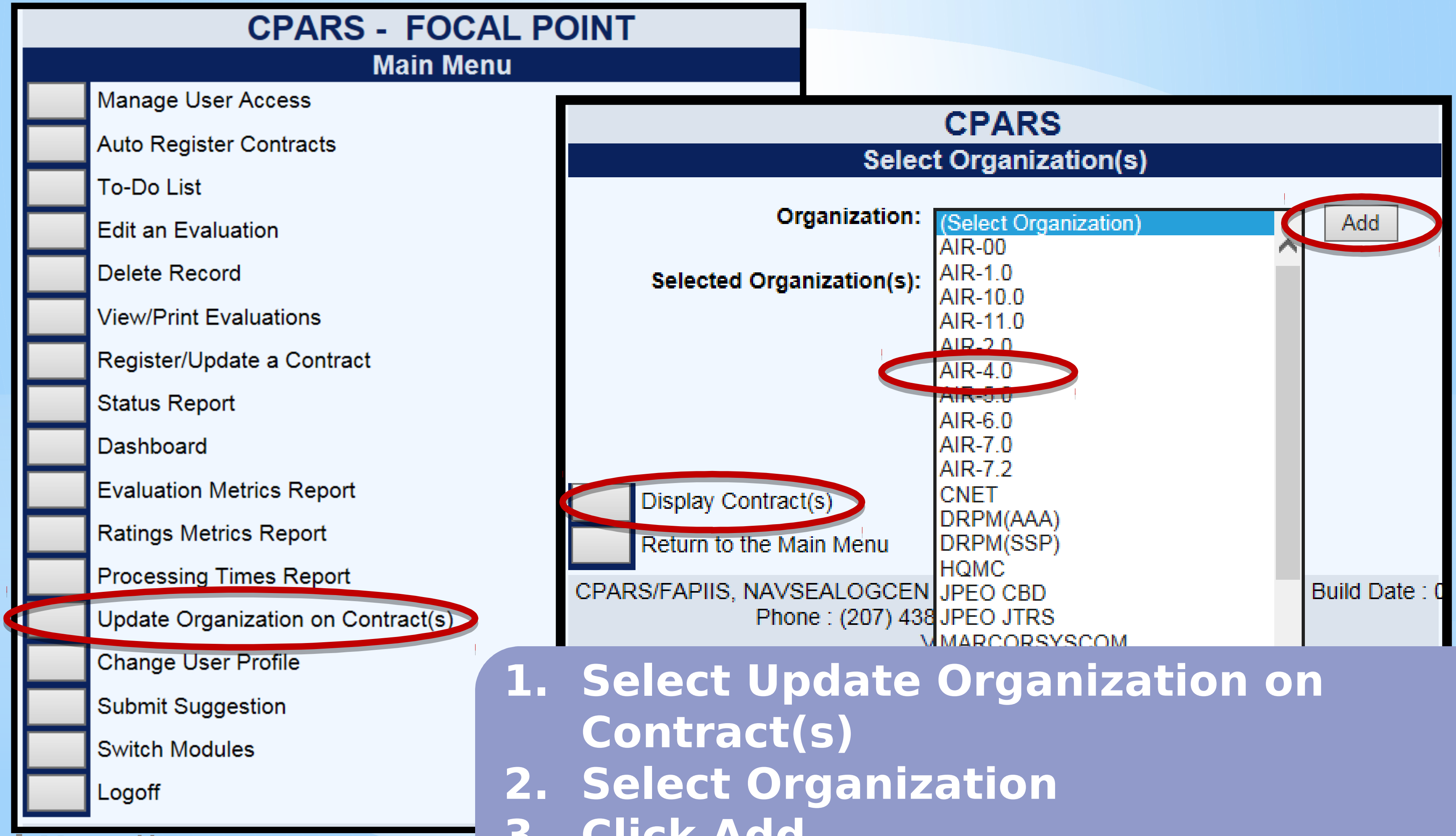
Contract Data: ☐Award Date ☐Business Sector ☐Company Name ☐Completion Date ☐Current Value ☐CAGE Code ☐DUNS ☐Effective Date ☐Organization ☐Project Number ☐Registration Status ☐Total Value

Evaluation Data: ☐Assessor Date ☐Assessor Office ☐Closed Date ☐Contractor Due Date ☐Due Date ☐Evaluation Type ☐U

User Roles: ☐Focal Point ☐Alternate Focal Point ☐Assessing Official Rep ☐Assessing Official ☐Contractor Rep ☐Reviewing Official

1. **Select Saved Report**
2. **Click Run Report**

Update Organization on Contract(s)


CPARS - FOCAL POINT
Main Menu
Manage User Access
Auto Register Contracts
To-Do List
Edit an Evaluation
Delete Record
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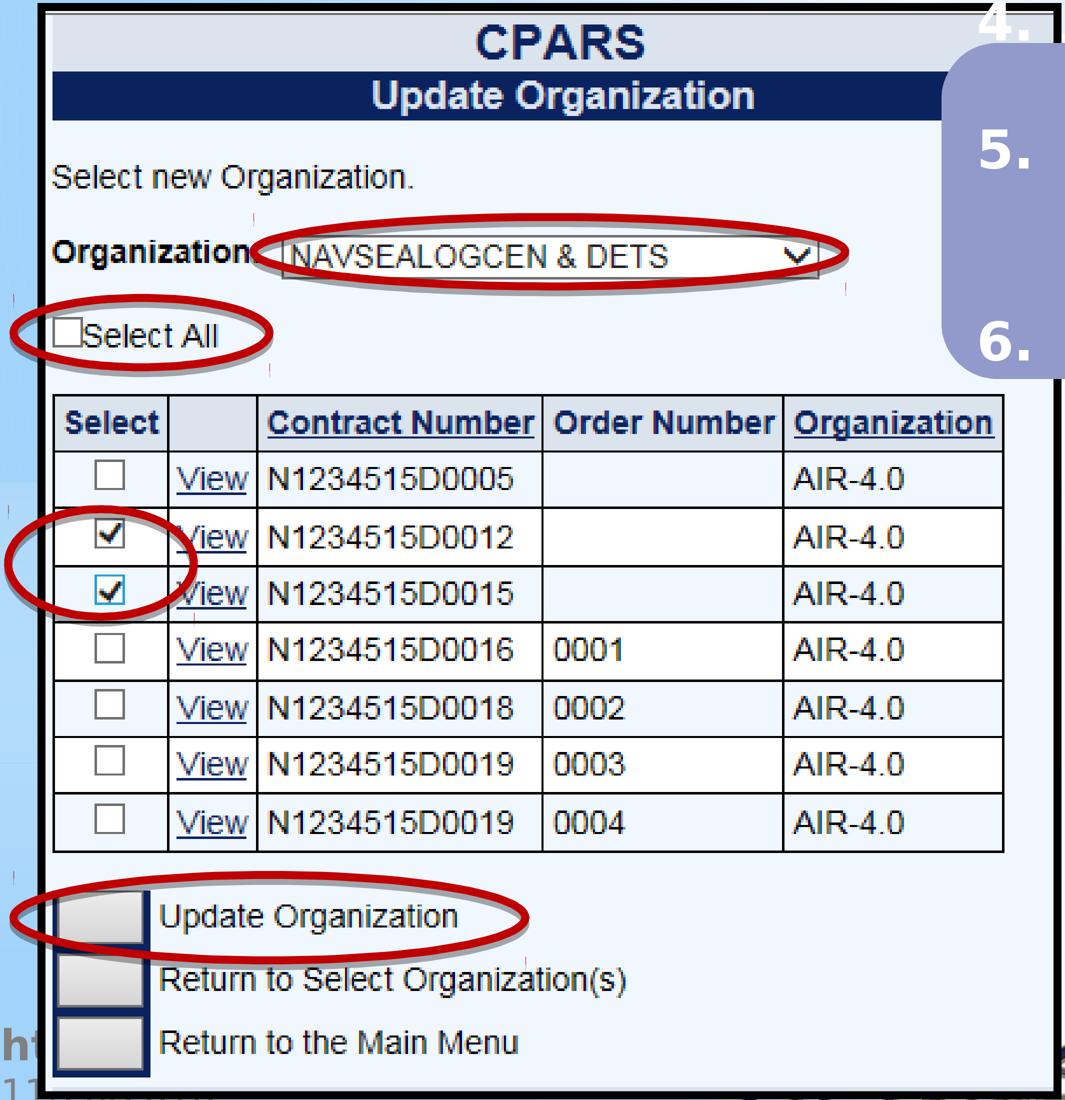
Register/Update a Contract
Status Report
Dashboard
Evaluation Metrics Report
Ratings Metrics Report
Processing Times Report
Update Organization on Contract(s)
Change User Profile
Submit Suggestion
Switch Modules
Logoff
CPARS
Select Organization(s)
Organization:
Selected Organization(s):
(Select Organization)
AIR-00
AIR-1.0
AIR-10.0
AIR-11.0
AIR-2.0
AIR-4.0
AIR-5.0
AIR-6.0
AIR-7.0
AIR-7.2
CNET
DRPM(AAA)
DRPM(SSP)
HQMC
JPEO CBD
JPEO JTRS
MARCORSYSCOM
Add
Display Contract(s)
Return to the Main Menu
CPARS/FAPIIS, NAVSEALOGCEN
Phone : (207) 438
Build Date : 0

1. **Select Update Organization on Contract(s)**
2. **Select Organization**
3. **Click Add**
4. **Click Display Contract(s)**

Update Organization on Contract(s)



CPARS

Update Organization

Select new Organization.

Organization NAVSEALOGCEN & DETS

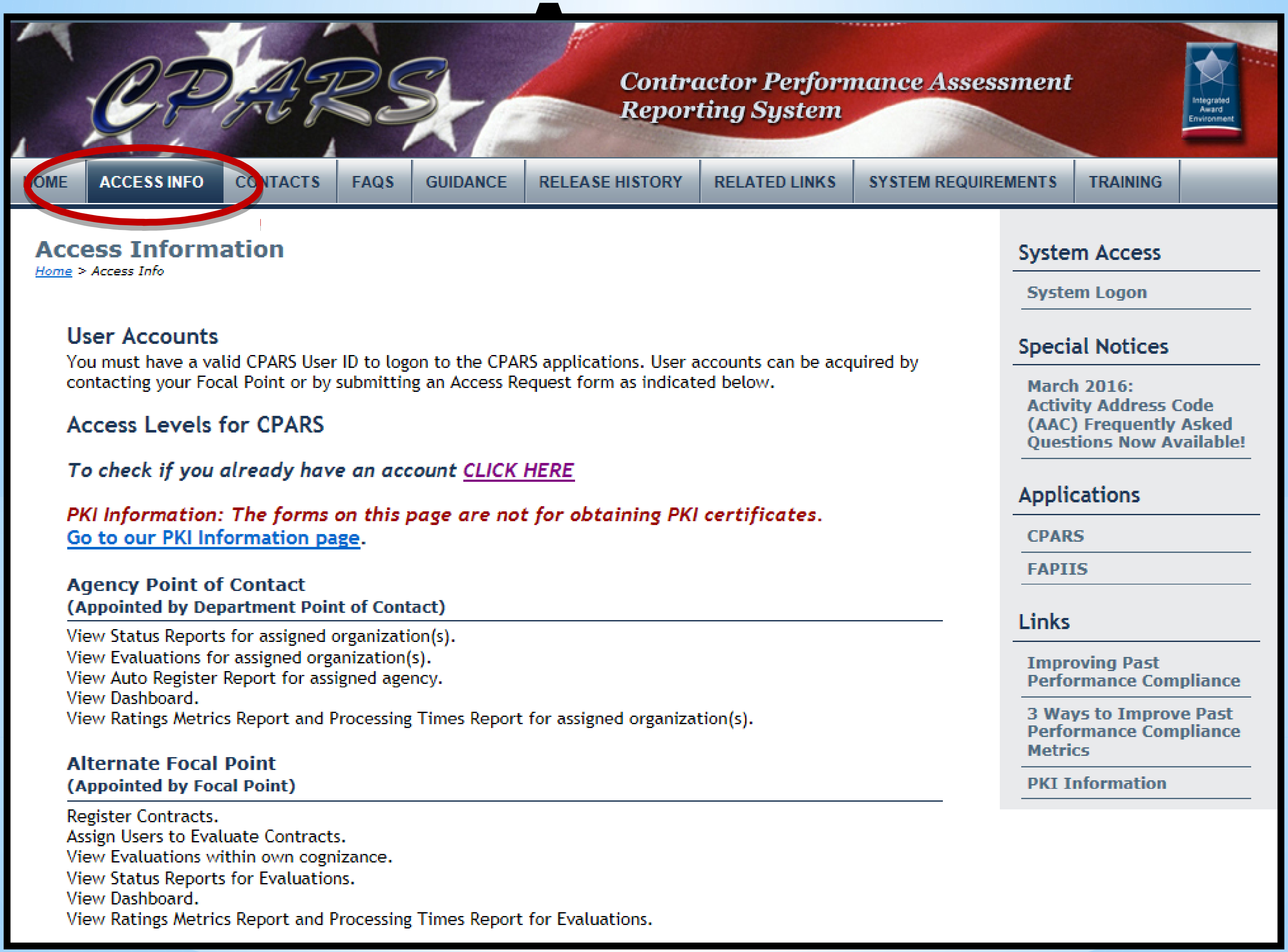
☐ Select All

Select		Contract Number	Order Number	Organization
☐	View	N1234515D0005		AIR-4.0
☑	View	N1234515D0012		AIR-4.0
☑	View	N1234515D0015		AIR-4.0
☐	View	N1234515D0016	0001	AIR-4.0
☐	View	N1234515D0018	0002	AIR-4.0
☐	View	N1234515D0019	0003	AIR-4.0
☐	View	N1234515D0019	0004	AIR-4.0

Update Organization
Return to Select Organization(s)
Return to the Main Menu

4. **Select New Organization**
5. **Select Contract(s)/Order(s) or Select All**
6. **Click Update Organization**

Requesting Focal Point


CPARS
Contractor Performance Assessment Reporting System
Integrated Award Environment
HOME
ACCESS INFO
CONTACTS
FAQS
GUIDANCE
RELEASE HISTORY
RELATED LINKS
SYSTEM REQUIREMENTS
TRAINING

Access Information

Home > *Access Info*

User Accounts

You must have a valid CPARS User ID to logon to the CPARS applications. User accounts can be acquired by contacting your Focal Point or by submitting an Access Request form as indicated below.

Access Levels for CPARS

To check if you already have an account CLICK HERE

PKI Information: The forms on this page are not for obtaining PKI certificates.
Go to our PKI Information page.

Agency Point of Contact
(Appointed by Department Point of Contact)

View Status Reports for assigned organization(s).
View Evaluations for assigned organization(s).
View Auto Register Report for assigned agency.
View Dashboard.
View Ratings Metrics Report and Processing Times Report for assigned organization(s).

Alternate Focal Point
(Appointed by Focal Point)

Register Contracts.
Assign Users to Evaluate Contracts.
View Evaluations within own cognizance.
View Status Reports for Evaluations.
View Dashboard.
View Ratings Metrics Report and Processing Times Report for Evaluations.

System Access

System Logon

Special Notices

March 2016:
Activity Address Code (AAC) Frequently Asked Questions Now Available!

Applications

CPARS

FAPIIS

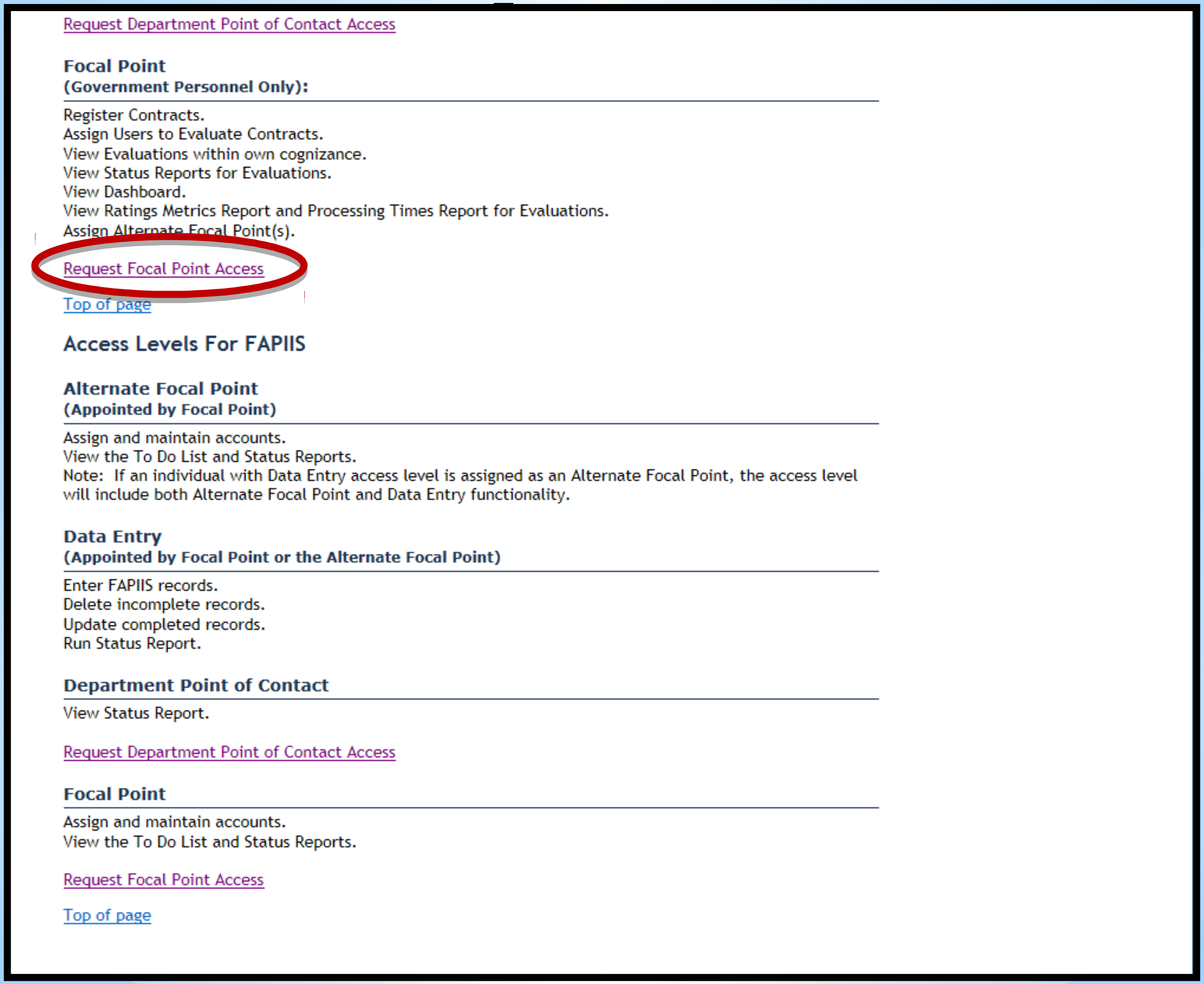
Links

Improving Past Performance Compliance

3 Ways to Improve Past Performance Compliance Metrics

PKI Information

Requesting Focal Point



Request Department Point of Contact Access

Focal Point
(Government Personnel Only):

Register Contracts.
Assign Users to Evaluate Contracts.
View Evaluations within own cognizance.
View Status Reports for Evaluations.
View Dashboard.
View Ratings Metrics Report and Processing Times Report for Evaluations.
Assign Alternate Focal Point(s).

Request Focal Point Access

Top of page

Access Levels For FAPIIS

Alternate Focal Point
(Appointed by Focal Point)

Assign and maintain accounts.
View the To Do List and Status Reports.
Note: If an individual with Data Entry access level is assigned as an Alternate Focal Point, the access level will include both Alternate Focal Point and Data Entry functionality.

Data Entry
(Appointed by Focal Point or the Alternate Focal Point)

Enter FAPIIS records.
Delete incomplete records.
Update completed records.
Run Status Report.

Department Point of Contact

View Status Report.

Request Department Point of Contact Access

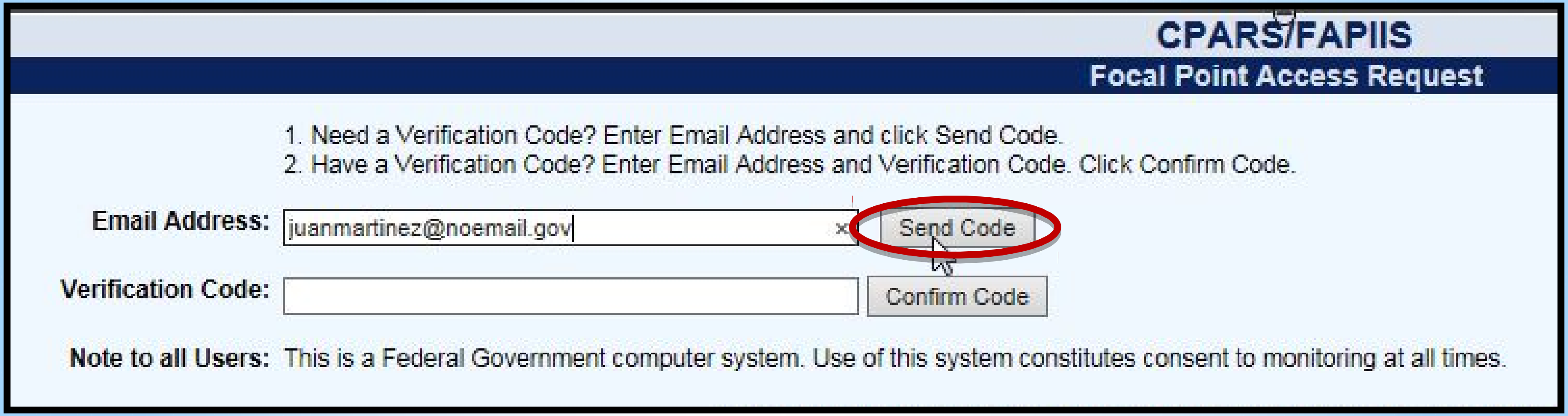
Focal Point

Assign and maintain accounts.
View the To Do List and Status Reports.

Request Focal Point Access

Top of page

Requesting Focal Point Access



CPARS/FAPIIS

Focal Point Access Request

1. Need a Verification Code? Enter Email Address and click Send Code.
2. Have a Verification Code? Enter Email Address and Verification Code. Click Confirm Code.

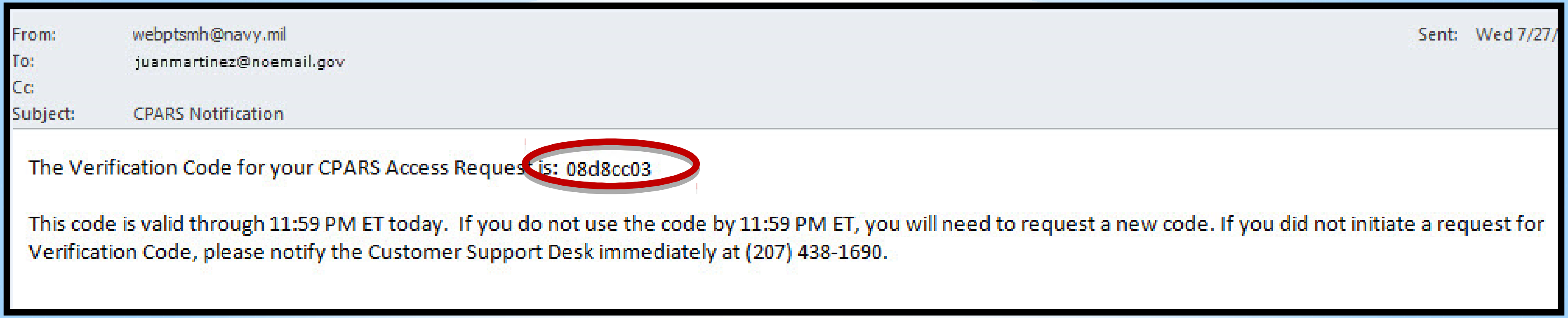
Email Address: juanmartinez@noemail.gov

Verification Code:

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

Use Email Address to Request Verification Code.

Requesting Focal Point Access



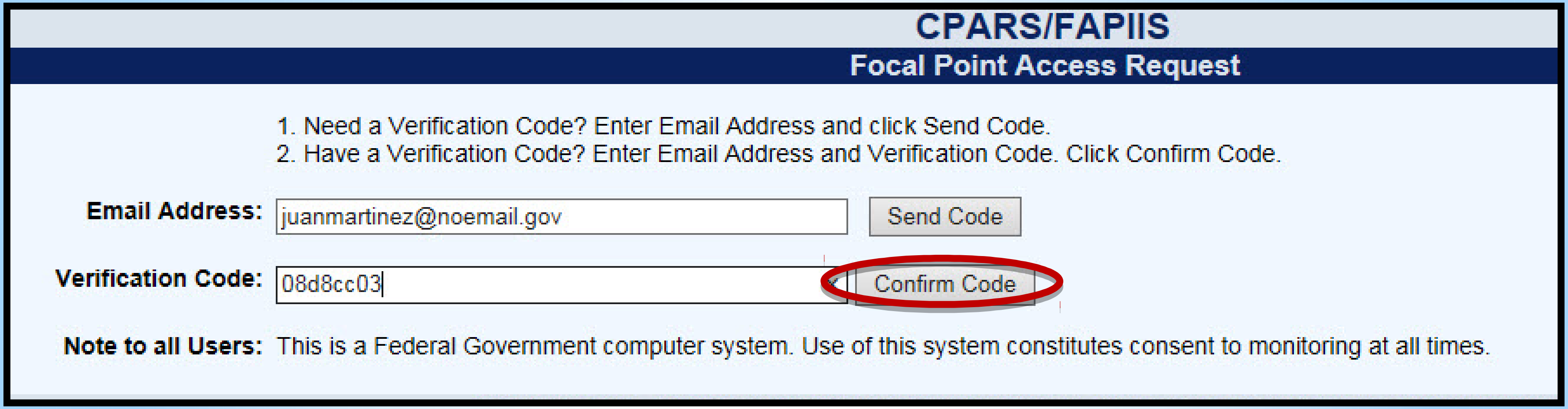
From: webptsmh@navy.mil
Sent: Wed 7/27/
To: juanmartinez@noemail.gov
Cc:
Subject: CPARS Notification

The Verification Code for your CPARS Access Request is: 08d8cc03

This code is valid through 11:59 PM ET today. If you do not use the code by 11:59 PM ET, you will need to request a new code. If you did not initiate a request for Verification Code, please notify the Customer Support Desk immediately at (207) 438-1690.

Verification Code provided in automatic email notification.
Verification Code valid until 11:59 PM ET on date it was issued.

Requesting Focal Point Access



CPARS/FAPIIS

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2. Have a Verification Code? Enter Email Address and Verification Code. Click Confirm Code.

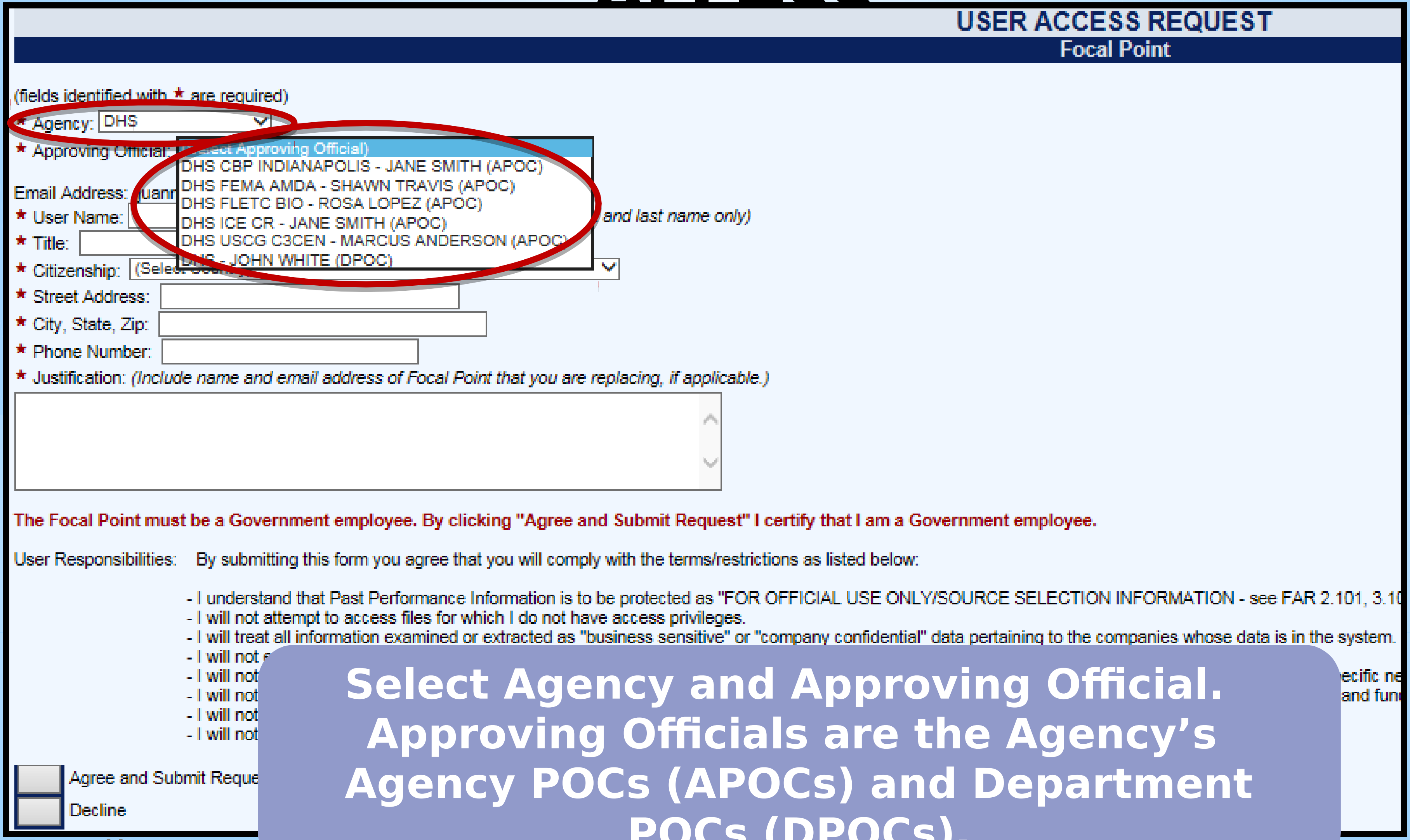
Email Address: juanmartinez@noemail.gov

Verification Code: 08d8cc03

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

Enter Email Address and Verification Code.
Click Confirm Code.

Requesting Focal Point Access



USER ACCESS REQUEST

Focal Point

(fields identified with * are required)

* Agency: DHS

* Approving Official: (Select Approving Official)
- DHS CBP INDIANAPOLIS - JANE SMITH (APOC)
- DHS FEMA AMDA - SHAWN TRAVIS (APOC)
- DHS FLETC BIO - ROSA LOPEZ (APOC)
- DHS ICE CR - JANE SMITH (APOC)
- DHS USCG C3CEN - MARCUS ANDERSON (APOC)
- DHS - JOHN WHITE (DPOC)

Email Address: juann

* User Name: and last name only)

* Title:

* Citizenship: (Select

* Street Address:

* City, State, Zip:

* Phone Number:

* Justification: *(Include name and email address of Focal Point that you are replacing, if applicable.)*

The Focal Point must be a Government employee. By clicking "Agree and Submit Request" I certify that I am a Government employee.

User Responsibilities: By submitting this form you agree that you will comply with the terms/restrictions as listed below:

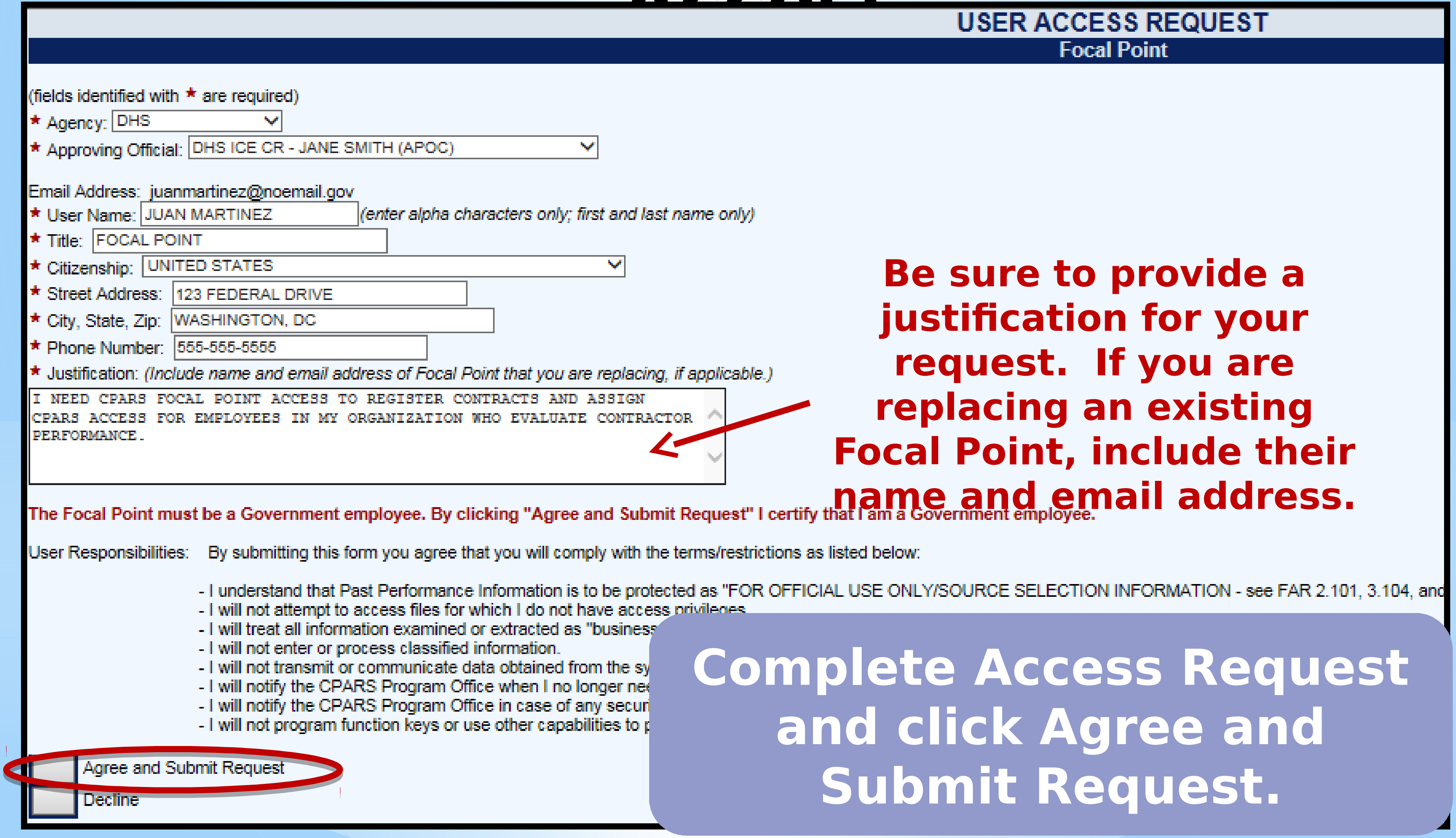
- I understand that Past Performance Information is to be protected as "FOR OFFICIAL USE ONLY/SOURCE SELECTION INFORMATION - see FAR 2.101, 3.10
- I will not attempt to access files for which I do not have access privileges.
- I will treat all information examined or extracted as "business sensitive" or "company confidential" data pertaining to the companies whose data is in the system.
- I will not
- I will not ecific ne
- I will not and fun
- I will not
- I will not

☐ Agree and Submit Reque

☐ Decline

Select Agency and Approving Official. Approving Officials are the Agency’s Agency POCs (APOCs) and Department POCs (DPOCs).

Requesting Focal Point Access



(fields identified with * are required)

* Agency: DHS

* Approving Official: DHS ICE CR - JANE SMITH (APOC)

Email Address: juanmartinez@noemail.gov

* User Name: JUAN MARTINEZ *(enter alpha characters only; first and last name only)*

* Title: FOCAL POINT

* Citizenship: UNITED STATES

* Street Address: 123 FEDERAL DRIVE

* City, State, Zip: WASHINGTON, DC

* Phone Number: 555-555-5555

* Justification: *(Include name and email address of Focal Point that you are replacing, if applicable.)*

```
I NEED CPARS FOCAL POINT ACCESS TO REGISTER CONTRACTS AND ASSIGN
CPARS ACCESS FOR EMPLOYEES IN MY ORGANIZATION WHO EVALUATE CONTRACTOR
PERFORMANCE.
```

The Focal Point must be a Government employee. By clicking "Agree and Submit Request" I certify that I am a Government employee.

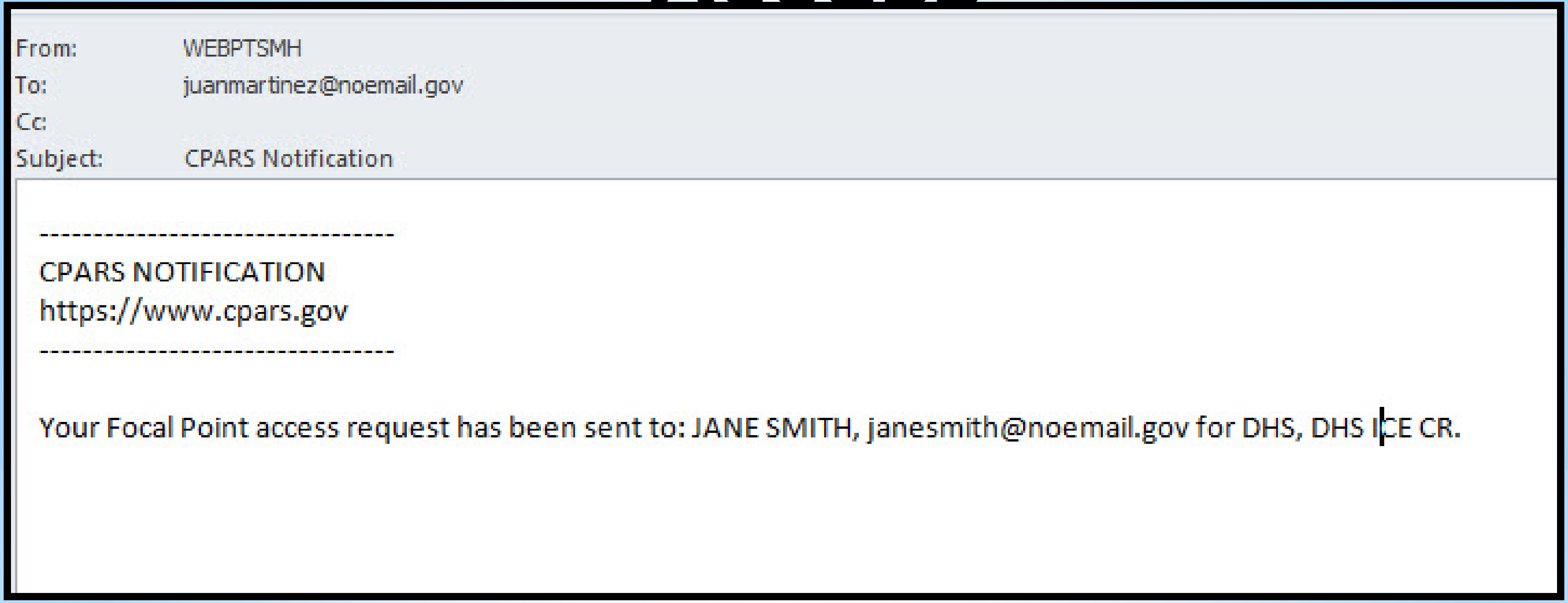
User Responsibilities: By submitting this form you agree that you will comply with the terms/restrictions as listed below:

- I understand that Past Performance Information is to be protected as "FOR OFFICIAL USE ONLY/SOURCE SELECTION INFORMATION - see FAR 2.101, 3.104, and
- I will not attempt to access files for which I do not have access privileges.
- I will treat all information examined or extracted as "business
- I will not enter or process classified information.
- I will not transmit or communicate data obtained from the sy
- I will notify the CPARS Program Office when I no longer nee
- I will notify the CPARS Program Office in case of any secur
- I will not program function keys or use other capabilities to p

Be sure to provide a justification for your request. If you are replacing an existing Focal Point, include their name and email address.

Complete Access Request and click Agree and Submit Request.

Requesting Focal Point Access



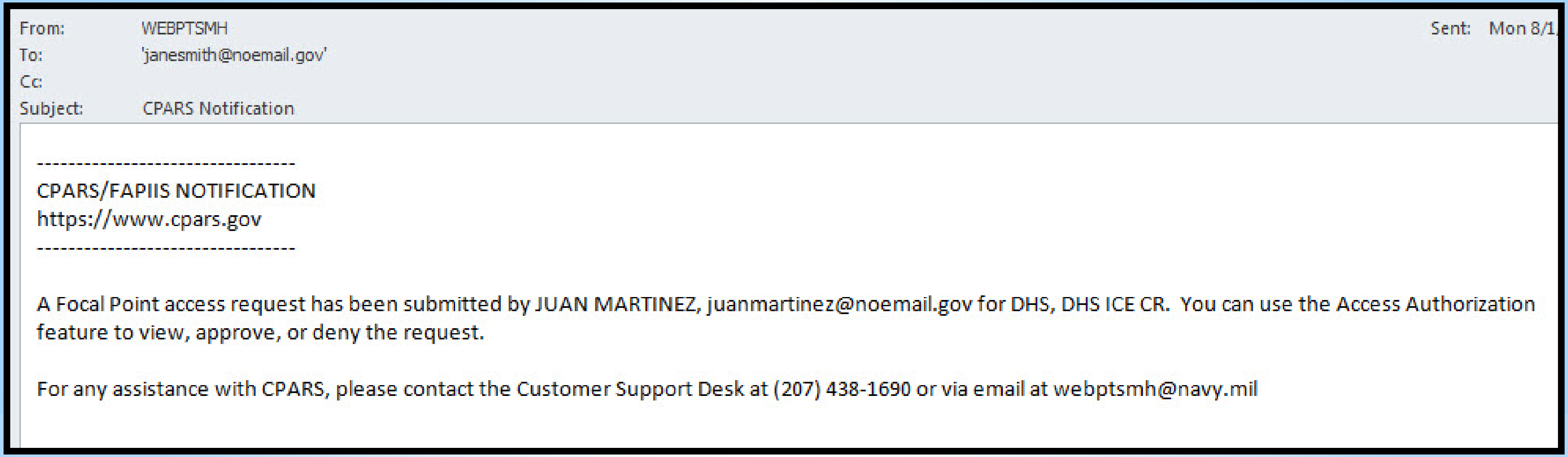
From: WEBPTSMH
To: juanmartinez@noemail.gov
Cc:
Subject: CPARS Notification

CPARS NOTIFICATION
https://www.cpars.gov

Your Focal Point access request has been sent to: JANE SMITH, janesmith@noemail.gov for DHS, DHS ICE CR.

Requestor receives automatic email notification to confirm that their Focal Point access request has been submitted.

Requesting Focal Point Access



From: WEBPTSMH
To: 'janesmith@noemail.gov'
Cc:
Subject: CPARS Notification

Sent: Mon 8/1

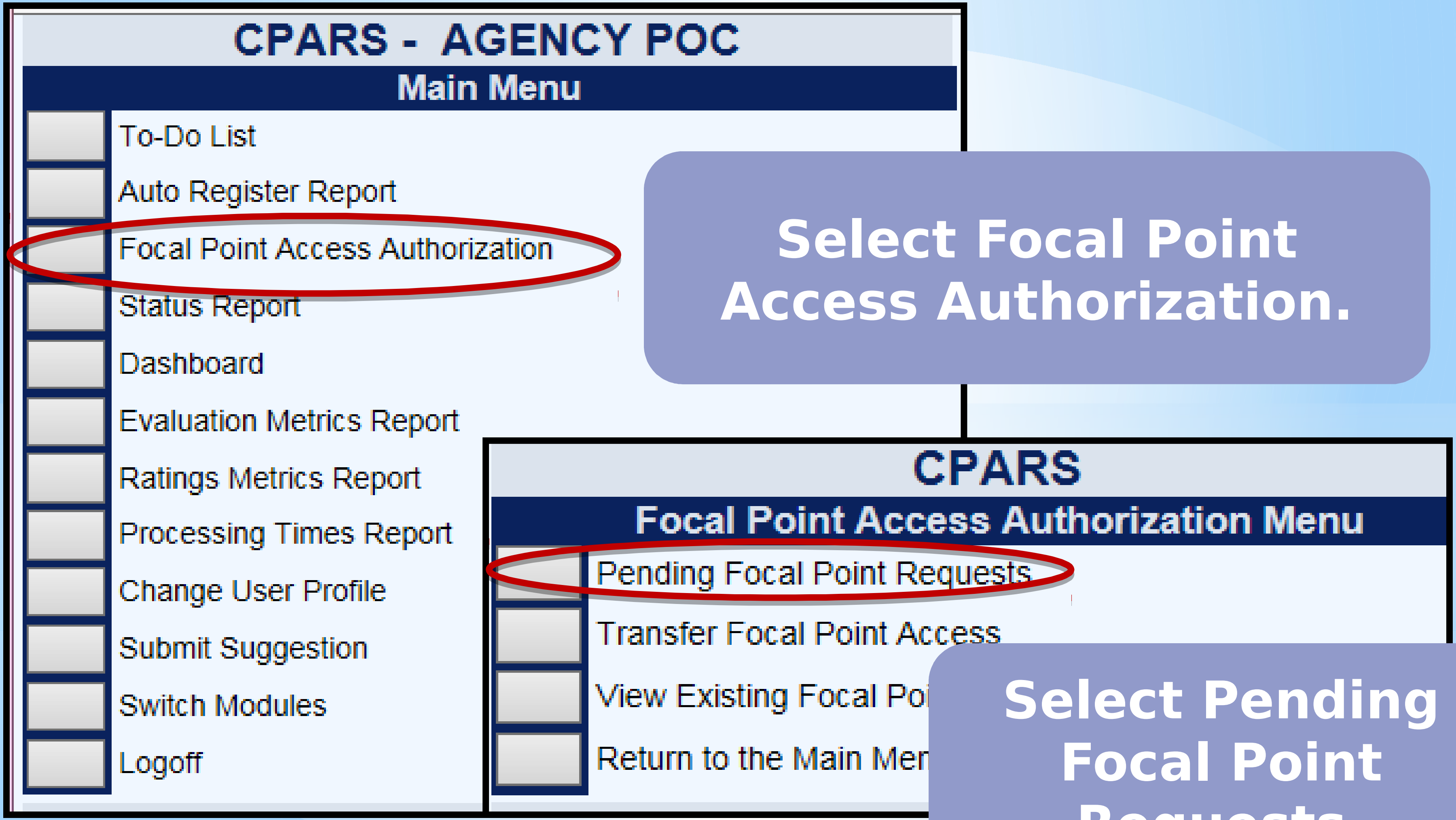
CPARS/FAPIIS NOTIFICATION
https://www.cpars.gov

A Focal Point access request has been submitted by JUAN MARTINEZ, juanmartinez@noemail.gov for DHS, DHS ICE CR. You can use the Access Authorization feature to view, approve, or deny the request.

For any assistance with CPARS, please contact the Customer Support Desk at (207) 438-1690 or via email at webptsmh@navy.mil

APOC/DPOC receives automatic email notification that they have received a Focal Point access request.

Approving Focal Point Access - APOC



CPARS - AGENCY POC

Main Menu

- To-Do List
- Auto Register Report
- Focal Point Access Authorization
- Status Report
- Dashboard
- Evaluation Metrics Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

CPARS

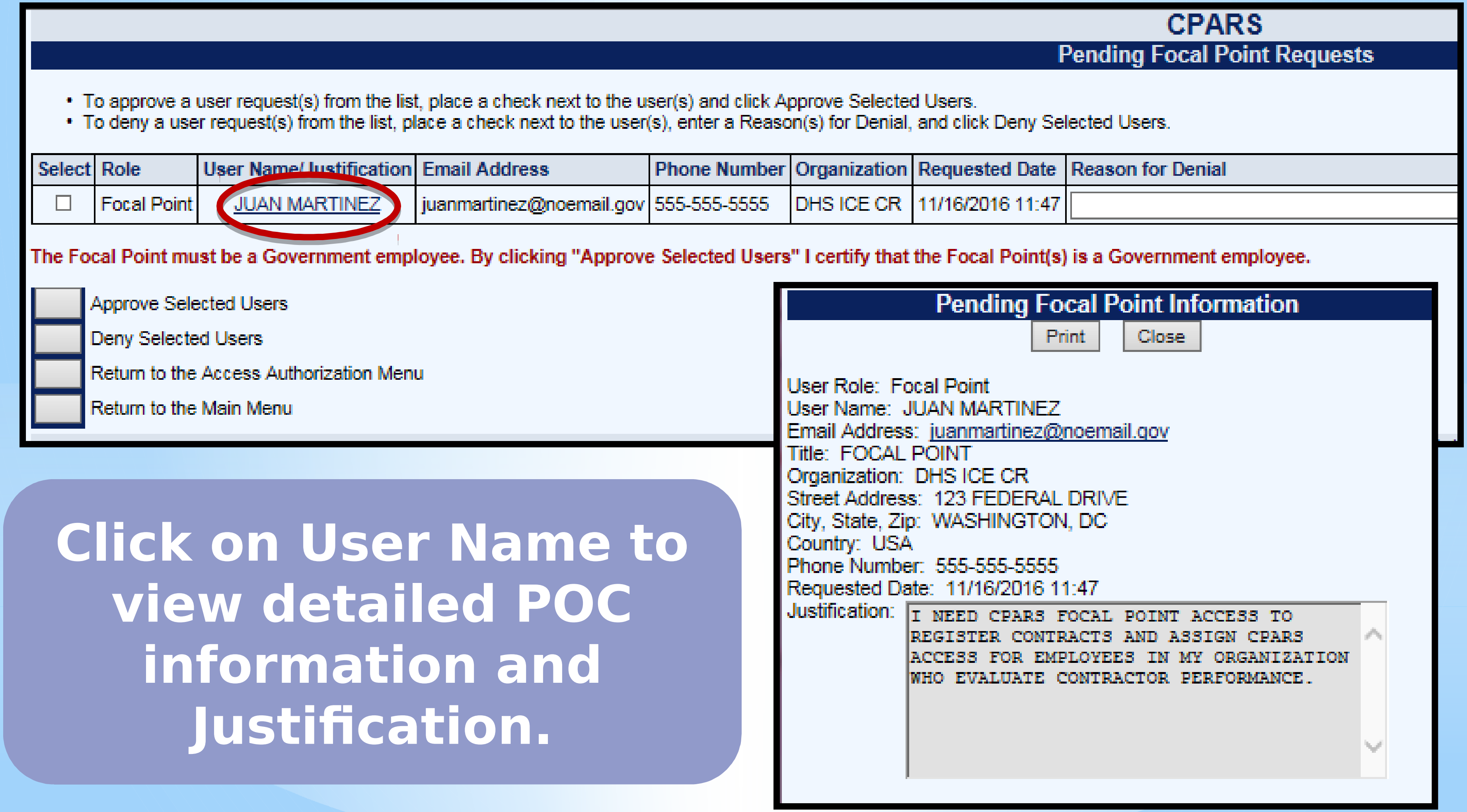
Focal Point Access Authorization Menu

- Pending Focal Point Requests
- Transfer Focal Point Access
- View Existing Focal Poi
- Return to the Main Men

Select Focal Point Access Authorization.

Select Pending Focal Point Requests.

Approving Focal Point Access - APOC



CPARS

Pending Focal Point Requests

- To approve a user request(s) from the list, place a check next to the user(s) and click Approve Selected Users.
- To deny a user request(s) from the list, place a check next to the user(s), enter a Reason(s) for Denial, and click Deny Selected Users.

Select	Role	User Name/Justification	Email Address	Phone Number	Organization	Requested Date	Reason for Denial
☐	Focal Point	JUAN MARTINEZ	juanmartinez@noemail.gov	555-555-5555	DHS ICE CR	11/16/2016 11:47	

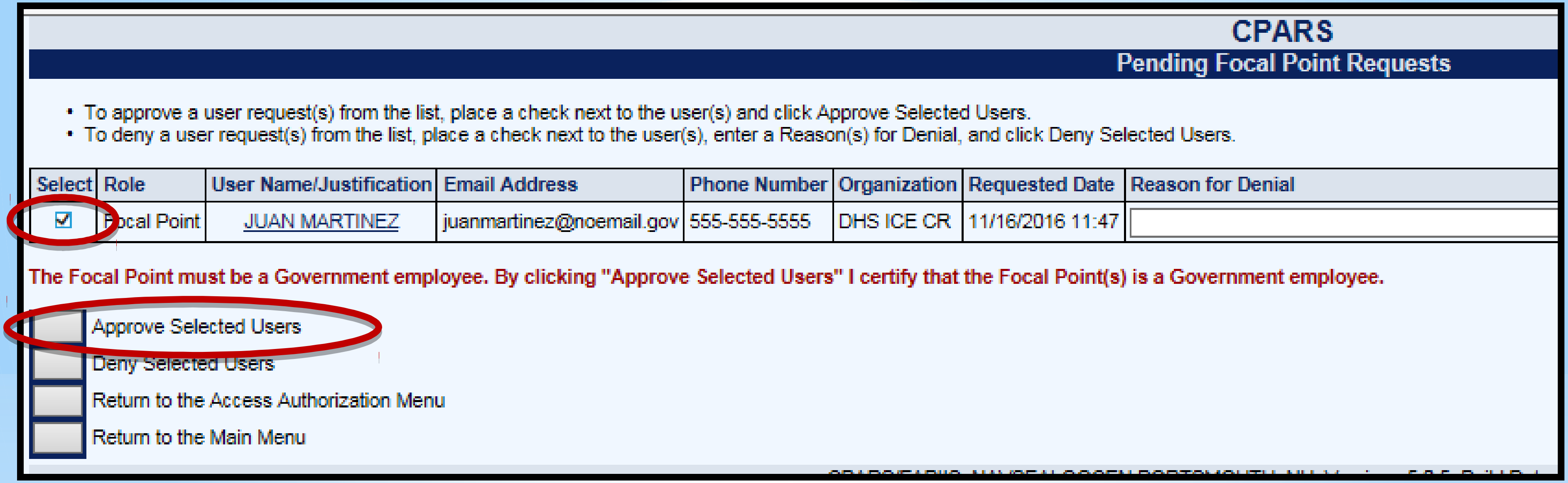
The Focal Point must be a Government employee. By clicking "Approve Selected Users" I certify that the Focal Point(s) is a Government employee.

Pending Focal Point Information

User Role: Focal Point
User Name: JUAN MARTINEZ
Email Address: juanmartinez@noemail.gov
Title: FOCAL POINT
Organization: DHS ICE CR
Street Address: 123 FEDERAL DRIVE
City, State, Zip: WASHINGTON, DC
Country: USA
Phone Number: 555-555-5555
Requested Date: 11/16/2016 11:47
Justification: I NEED CPARS FOCAL POINT ACCESS TO REGISTER CONTRACTS AND ASSIGN CPARS ACCESS FOR EMPLOYEES IN MY ORGANIZATION WHO EVALUATE CONTRACTOR PERFORMANCE.

Click on User Name to view detailed POC information and Justification.

Approving Focal Point Access - APOC



CPARS

Pending Focal Point Requests

- To approve a user request(s) from the list, place a check next to the user(s) and click Approve Selected Users.
- To deny a user request(s) from the list, place a check next to the user(s), enter a Reason(s) for Denial, and click Deny Selected Users.

Select	Role	User Name/Justification	Email Address	Phone Number	Organization	Requested Date	Reason for Denial
☑	Focal Point	JUAN MARTINEZ	juanmartinez@noemail.gov	555-555-5555	DHS ICE CR	11/16/2016 11:47	

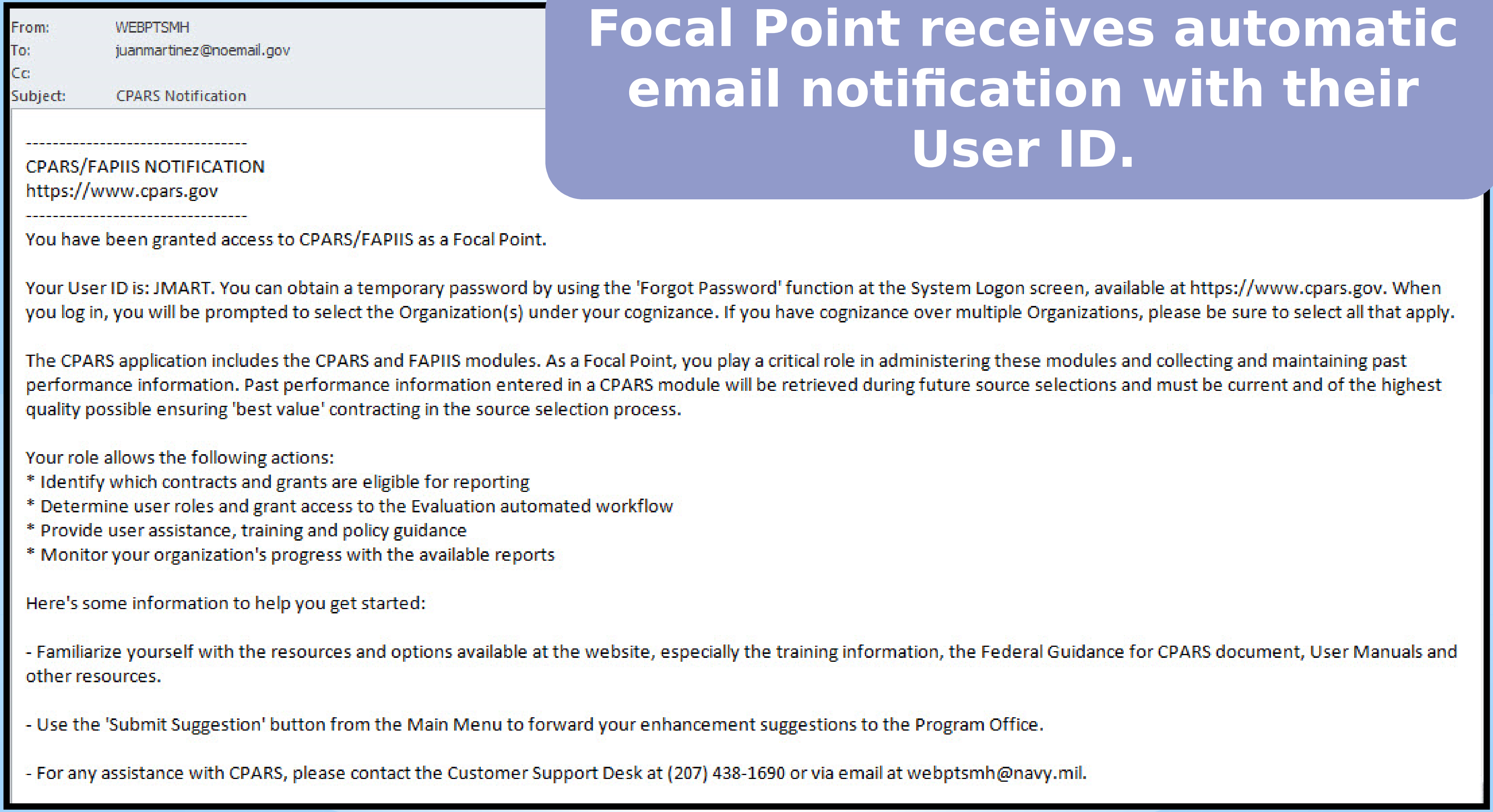
The Focal Point must be a Government employee. By clicking "Approve Selected Users" I certify that the Focal Point(s) is a Government employee.

Approve Selected Users
Deny Selected Users
Return to the Access Authorization Menu
Return to the Main Menu

Click Select checkbox next to user.
Click Approve Selected Users.

Approving Focal Point Access

Focal Point receives automatic email notification with their User ID.



From: WEBPTSMH
To: juanmartinez@noemail.gov
Cc:
Subject: CPARS Notification

CPARS/FAPIIS NOTIFICATION
https://www.cpars.gov

You have been granted access to CPARS/FAPIIS as a Focal Point.

Your User ID is: JMART. You can obtain a temporary password by using the 'Forgot Password' function at the System Logon screen, available at https://www.cpars.gov. When you log in, you will be prompted to select the Organization(s) under your cognizance. If you have cognizance over multiple Organizations, please be sure to select all that apply.

The CPARS application includes the CPARS and FAPIIS modules. As a Focal Point, you play a critical role in administering these modules and collecting and maintaining past performance information. Past performance information entered in a CPARS module will be retrieved during future source selections and must be current and of the highest quality possible ensuring 'best value' contracting in the source selection process.

Your role allows the following actions:
* Identify which contracts and grants are eligible for reporting
* Determine user roles and grant access to the Evaluation automated workflow
* Provide user assistance, training and policy guidance
* Monitor your organization's progress with the available reports

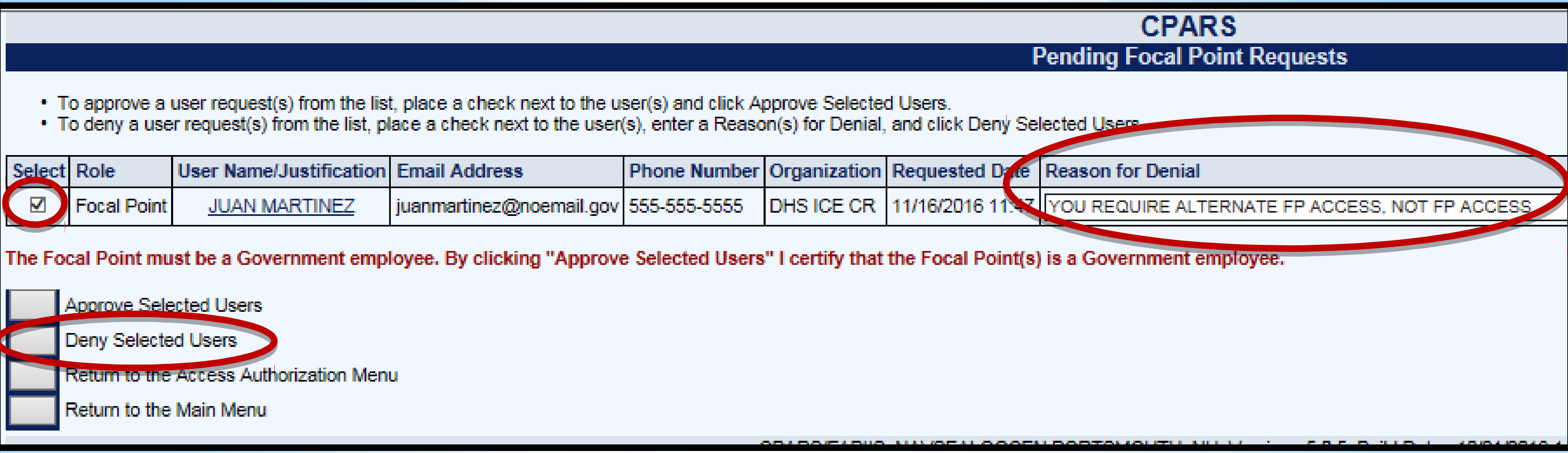
Here's some information to help you get started:

- Familiarize yourself with the resources and options available at the website, especially the training information, the Federal Guidance for CPARS document, User Manuals and other resources.

- Use the 'Submit Suggestion' button from the Main Menu to forward your enhancement suggestions to the Program Office.

- For any assistance with CPARS, please contact the Customer Support Desk at (207) 438-1690 or via email at webptsmh@navy.mil.

Denying Focal Point Access - APOC



CPARS

Pending Focal Point Requests

- To approve a user request(s) from the list, place a check next to the user(s) and click Approve Selected Users.
- To deny a user request(s) from the list, place a check next to the user(s), enter a Reason(s) for Denial, and click Deny Selected Users.

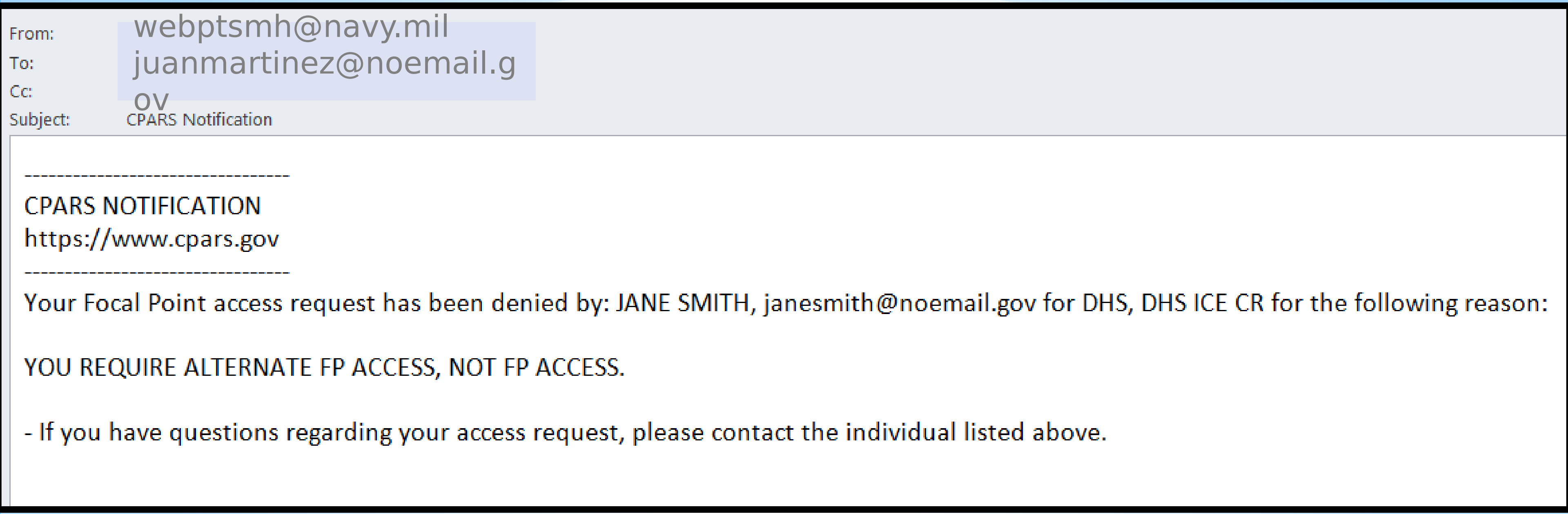
Select	Role	User Name/Justification	Email Address	Phone Number	Organization	Requested Date	Reason for Denial
☑	Focal Point	JUAN MARTINEZ	juanmartinez@noemail.gov	555-555-5555	DHS ICE CR	11/16/2016 11:47	YOU REQUIRE ALTERNATE FP ACCESS, NOT FP ACCESS

The Focal Point must be a Government employee. By clicking "Approve Selected Users" I certify that the Focal Point(s) is a Government employee.

Approve Selected Users
Deny Selected Users
Return to the Access Authorization Menu
Return to the Main Menu

Click Select checkbox next to user. Enter Reason for Denial. Click Deny Selected Users.

Denying Focal Point Access



From: webptsmh@navy.mil
To: juanmartinez@noemail.gov
Cc:
Subject: CPARS Notification

CPARS NOTIFICATION
https://www.cpars.gov

Your Focal Point access request has been denied by: JANE SMITH, janesmith@noemail.gov for DHS, DHS ICE CR for the following reason:

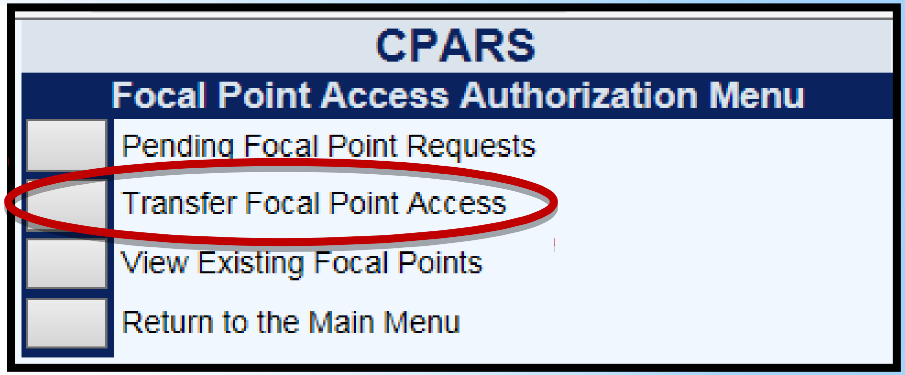
YOU REQUIRE ALTERNATE FP ACCESS, NOT FP ACCESS.

- If you have questions regarding your access request, please contact the individual listed above.

Requestor receives automatic email notification stating that their access request has been denied.

Transferring Focal Point Access - APOC

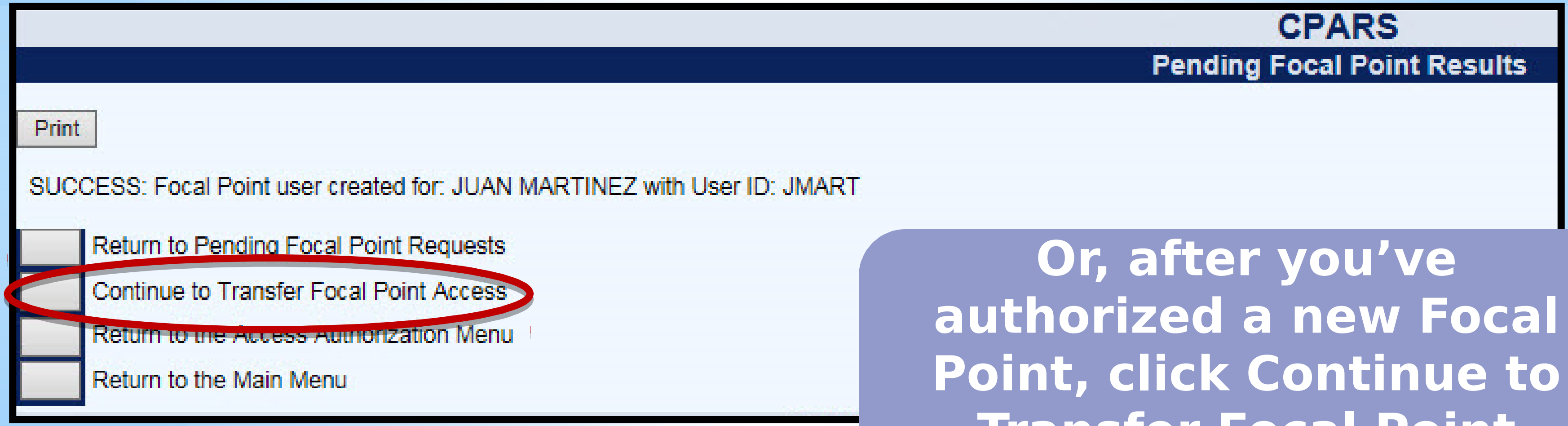
From Focal Point Access Authorization Menu, click Transfer Focal Point Access.



CPARS

Focal Point Access Authorization Menu

Pending Focal Point Requests
Transfer Focal Point Access
View Existing Focal Points
Return to the Main Menu



CPARS

Pending Focal Point Results

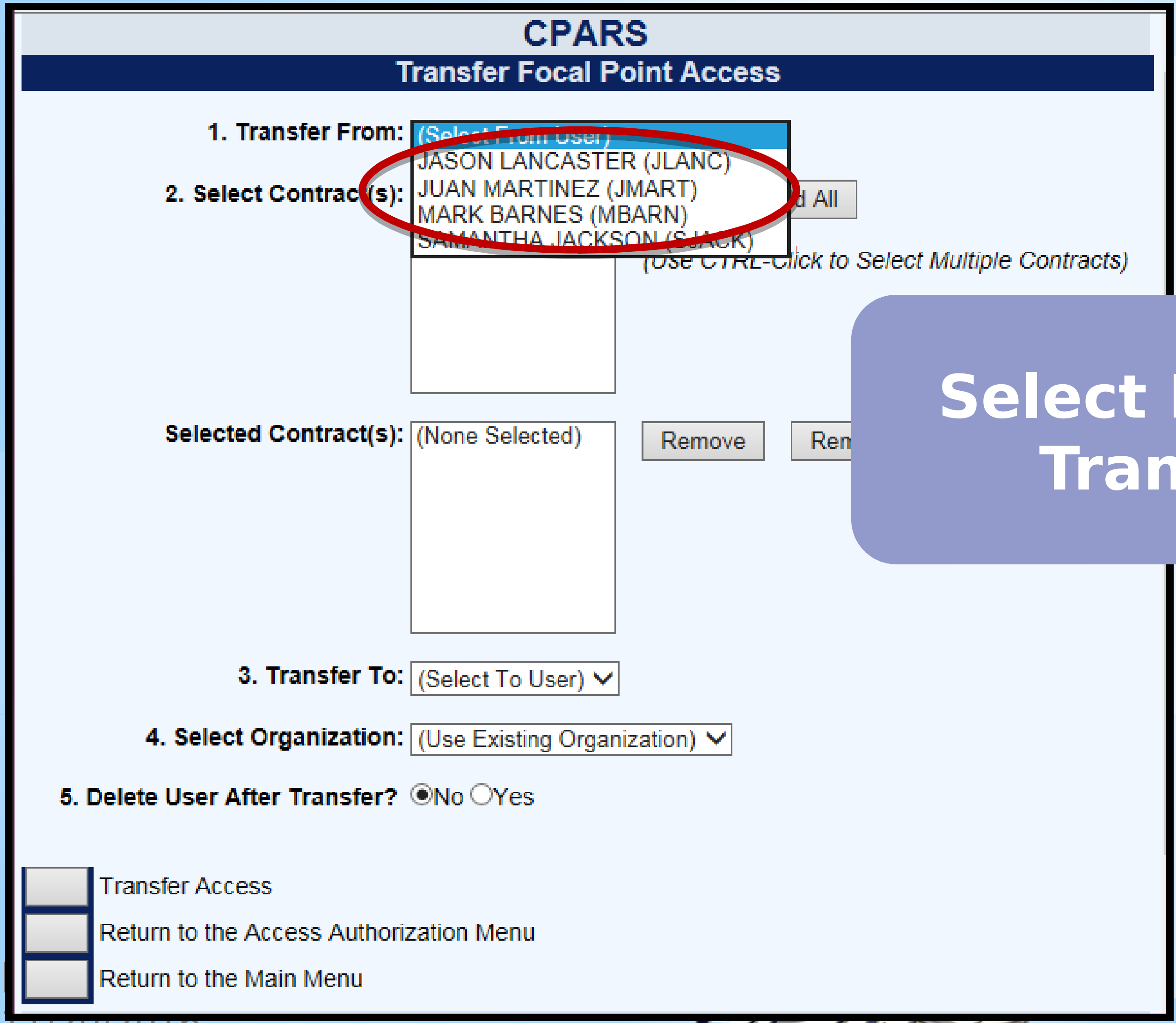
Print

SUCCESS: Focal Point user created for: JUAN MARTINEZ with User ID: JMART

Return to Pending Focal Point Requests
Continue to Transfer Focal Point Access
Return to the Access Authorization Menu
Return to the Main Menu

Or, after you've authorized a new Focal Point, click Continue to Transfer Focal Point Access.

Transferring Focal Point Access - APOC



CPARS

Transfer Focal Point Access

1. Transfer From: (Select From User)
JASON LANCASTER (JLANC)
JUAN MARTINEZ (JMART)
MARK BARNES (MBARN)
SAMANTHA JACKSON (SJACK)

2. Select Contract(s):

d All

(Use CTRL-Click to Select Multiple Contracts)

Selected Contract(s): (None Selected)

Remove
Rem

3. Transfer To: (Select To User)

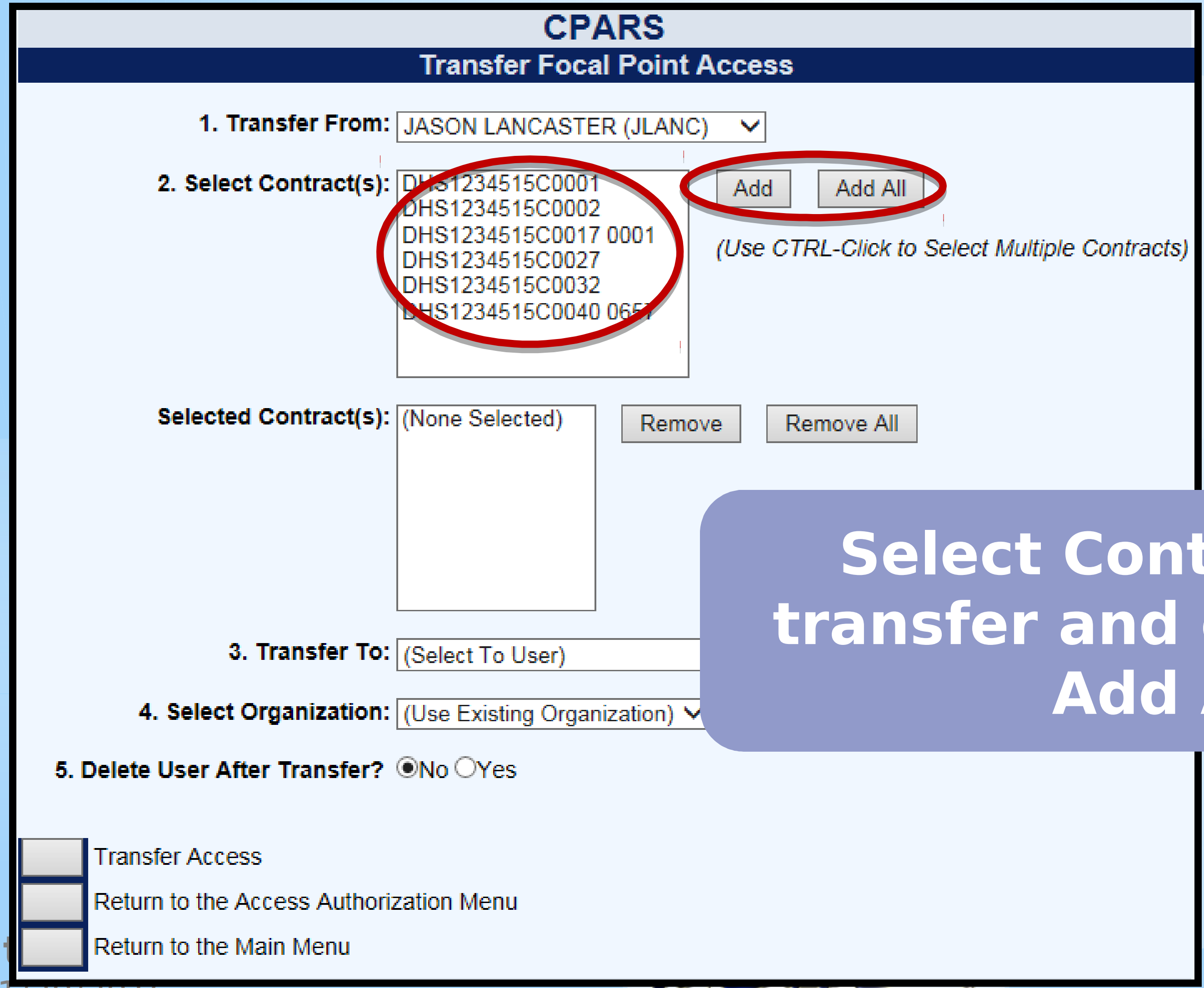
4. Select Organization: (Use Existing Organization)

5. Delete User After Transfer? ● No ○ Yes

Transfer Access
Return to the Access Authorization Menu
Return to the Main Menu

Select Focal Point to Transfer From.

Transferring Focal Point Access - APOC



CPARS

Transfer Focal Point Access

1. Transfer From: JASON LANCASTER (JLANC)

2. Select Contract(s):
DHS1234515C0001
DHS1234515C0002
DHS1234515C0017 0001
DHS1234515C0027
DHS1234515C0032
DHS1234515C0040 065

Add
Add All

(Use CTRL-Click to Select Multiple Contracts)

Selected Contract(s): (None Selected)

Remove
Remove All

3. Transfer To: (Select To User)

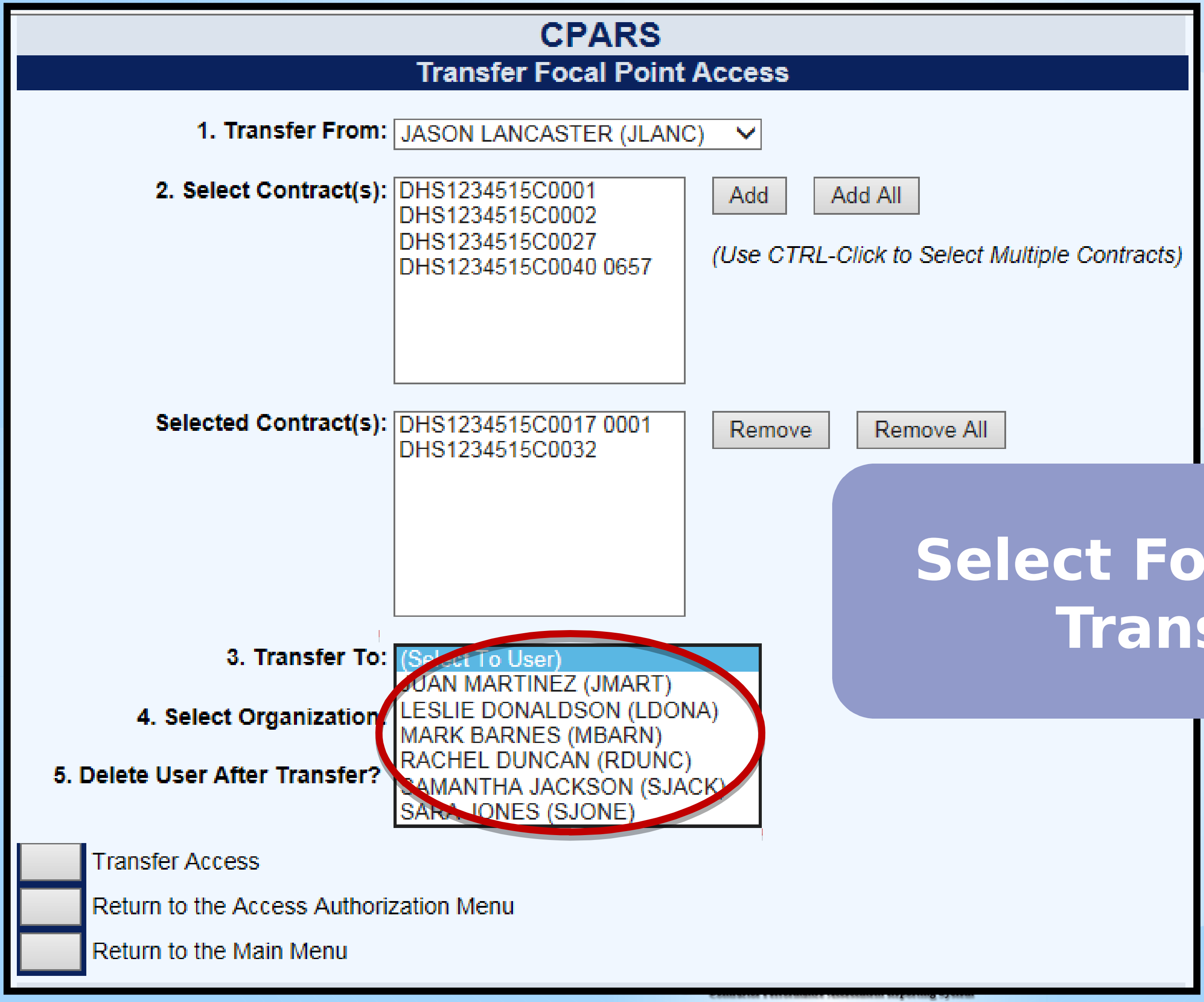
4. Select Organization: (Use Existing Organization)

5. Delete User After Transfer? ● No ○ Yes

Transfer Access
Return to the Access Authorization Menu
Return to the Main Menu

Select Contract(s) to transfer and click Add or Add All.

Transferring Focal Point Access - APOC



CPARS

Transfer Focal Point Access

1. Transfer From: JASON LANCASTER (JLANC)

2. Select Contract(s):
DHS1234515C0001
DHS1234515C0002
DHS1234515C0027
DHS1234515C0040 0657

Add
Add All

(Use CTRL-Click to Select Multiple Contracts)

Selected Contract(s):
DHS1234515C0017 0001
DHS1234515C0032

Remove
Remove All

3. Transfer To:
(Select To User)
JUAN MARTINEZ (JMART)
LESLIE DONALDSON (LDONA)
MARK BARNES (MBARN)
RACHEL DUNCAN (RDUNC)
SAMANTHA JACKSON (SJACK)
SARA JONES (SJONE)

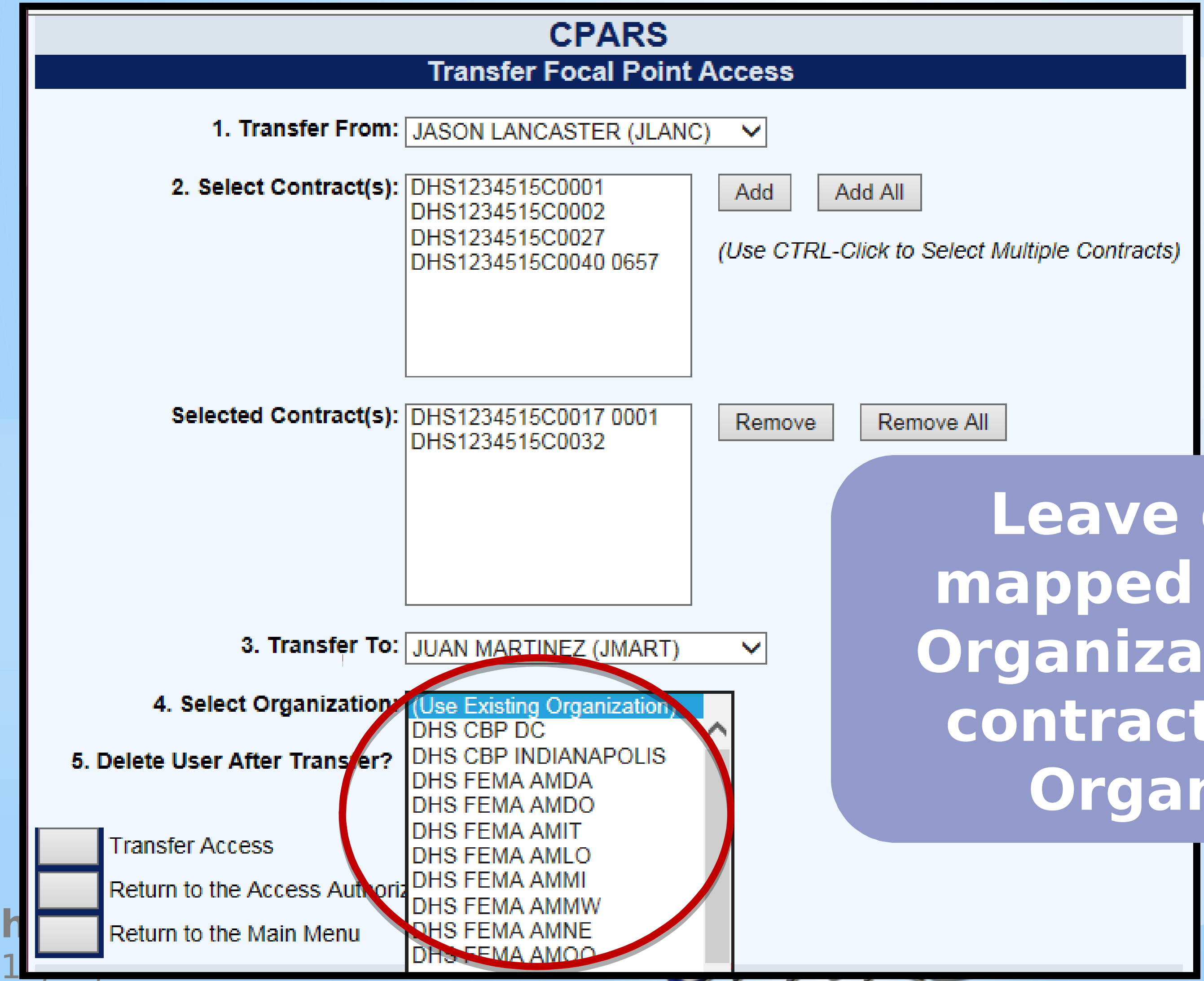
4. Select Organization

5. Delete User After Transfer?

Transfer Access
Return to the Access Authorization Menu
Return to the Main Menu

Select Focal Point to Transfer To.

Transferring Focal Point Access - APOC



CPARS

Transfer Focal Point Access

1. Transfer From: JASON LANCASTER (JLANC)

2. Select Contract(s):
DHS1234515C0001
DHS1234515C0002
DHS1234515C0027
DHS1234515C0040 0657

(Use CTRL-Click to Select Multiple Contracts)

Selected Contract(s):
DHS1234515C0017 0001
DHS1234515C0032

3. Transfer To: JUAN MARTINEZ (JMART)

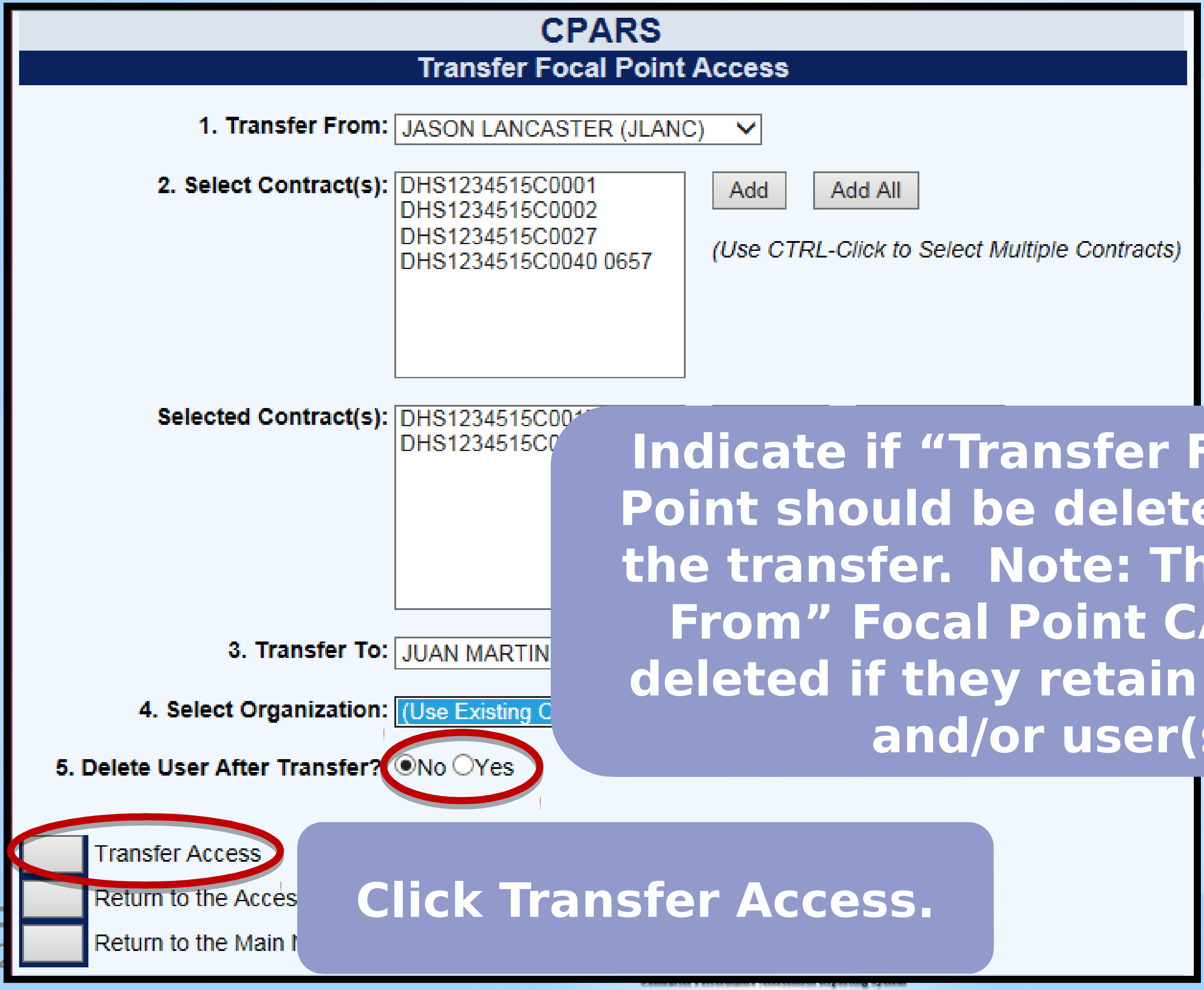
4. Select Organization:
(Use Existing Organization)
DHS CBP DC
DHS CBP INDIANAPOLIS
DHS FEMA AMDA
DHS FEMA AMDO
DHS FEMA AMIT
DHS FEMA AMLO
DHS FEMA AMMI
DHS FEMA AMMW
DHS FEMA AMNE
DHS FEMA AMOO

5. Delete User After Transfer?

Add
Add All
Remove
Remove All
Transfer Access
Return to the Access Authoriz
Return to the Main Menu

Leave contracts mapped to Existing Organization or map contracts to a new Organization.

Transferring Focal Point Access - APOC



CPARS

Transfer Focal Point Access

1. Transfer From: JASON LANCASTER (JLANC)

2. Select Contract(s):
DHS1234515C0001
DHS1234515C0002
DHS1234515C0027
DHS1234515C0040 0657

(Use CTRL-Click to Select Multiple Contracts)

Selected Contract(s):
DHS1234515C00
DHS1234515C0

3. Transfer To: JUAN MARTIN

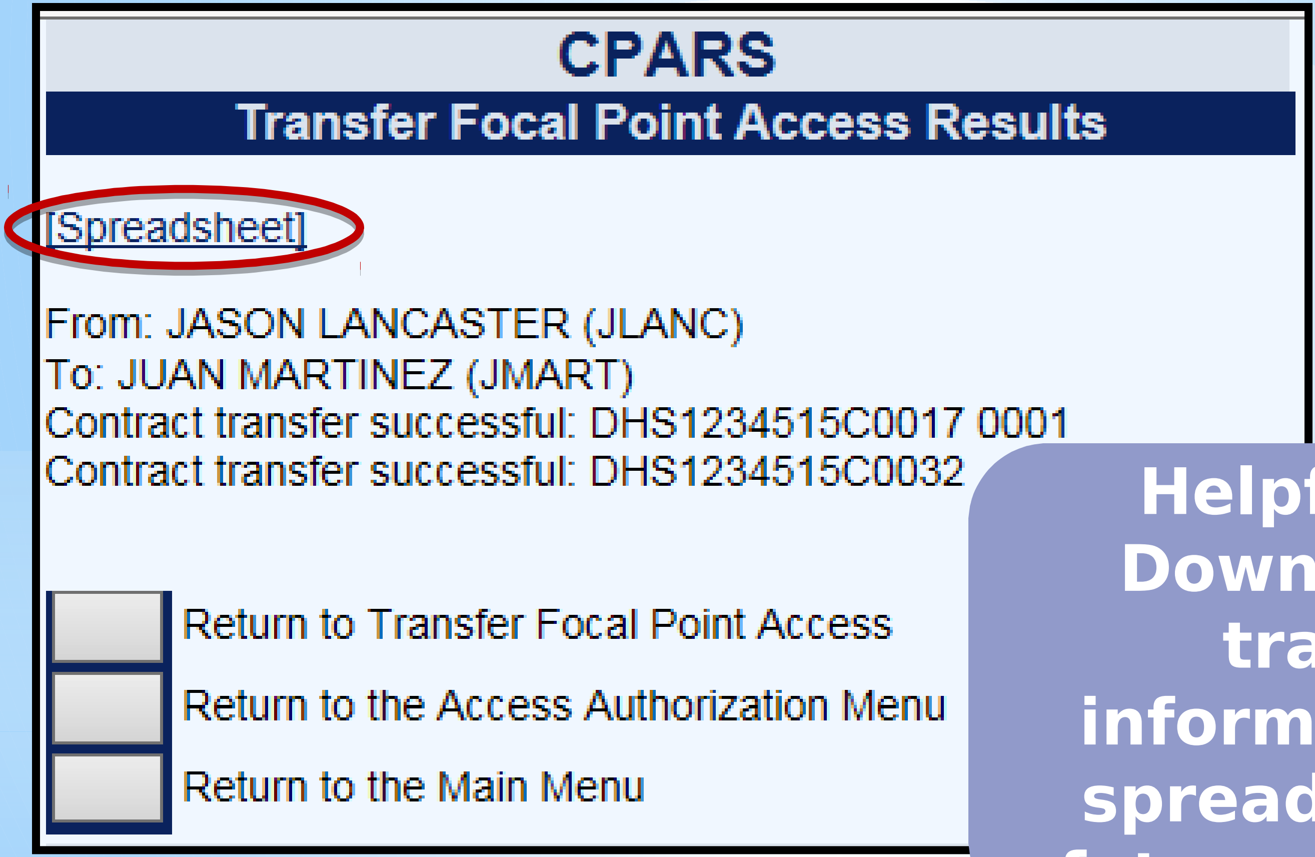
4. Select Organization: (Use Existing O

5. Delete User After Transfer? ● No ○ Yes

Indicate if "Transfer From" Focal Point should be deleted following the transfer. Note: The "Transfer From" Focal Point CANNOT be deleted if they retain contract(s) and/or user(s).

Click Transfer Access.

Transferring Focal Point Access - APOC



CPARS

Transfer Focal Point Access Results

[Spreadsheet]

From: JASON LANCASTER (JLANC)
To: JUAN MARTINEZ (JMART)
Contract transfer successful: DHS1234515C0017 0001
Contract transfer successful: DHS1234515C0032

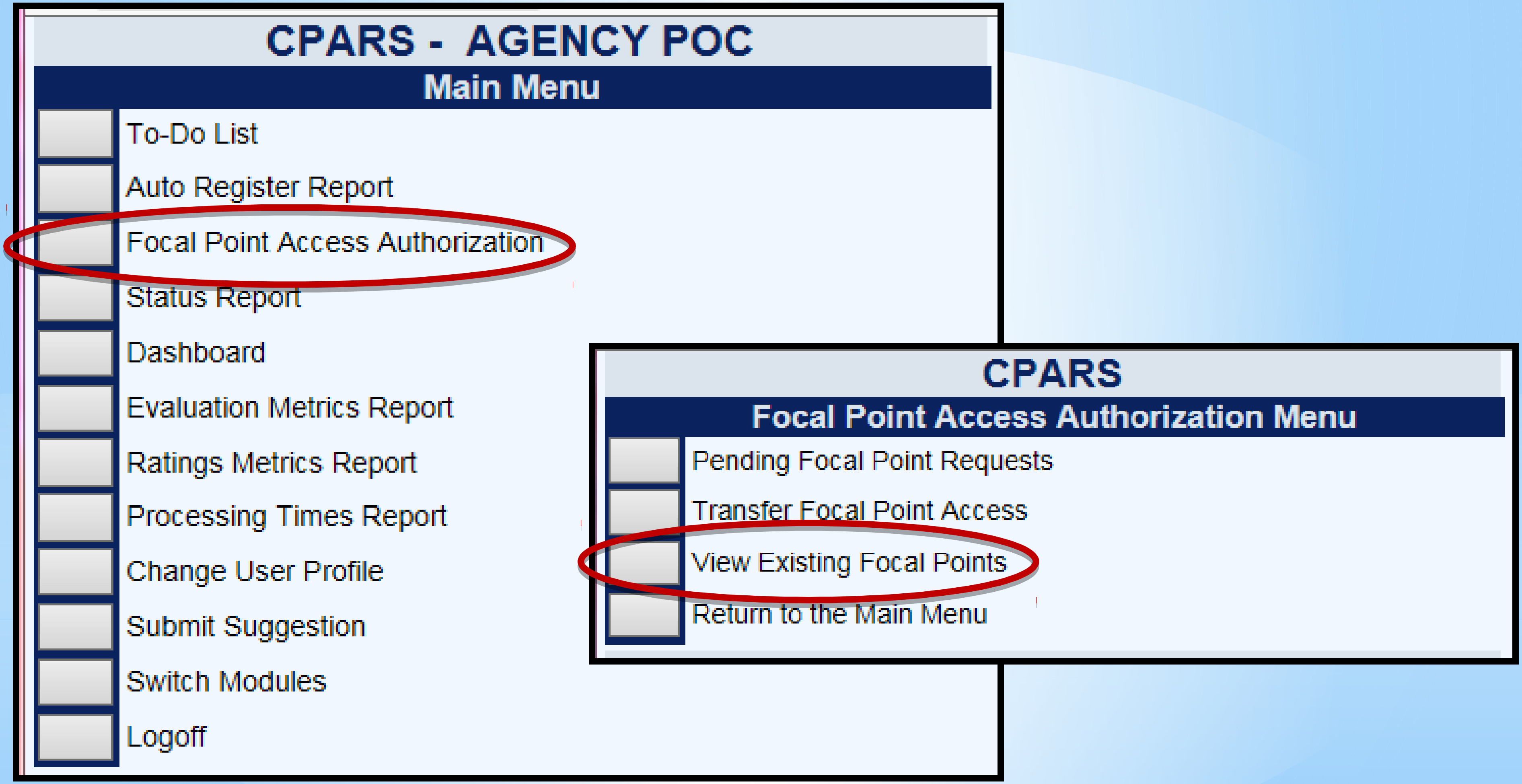
Return to Transfer Focal Point Access
Return to the Access Authorization Menu
Return to the Main Menu

Helpful Hint: Download the transfer information in a spreadsheet for future reference.

Transferring Focal Point Access - APOC

Important Note: Transferring Focal Point access transfers contracts/users in the CPARS module only. If the Focal Point being transferred from has records or users in the Federal Awardee Performance and Integrity Information System (FAPIIS) module, contact the CPARS Customer Support Desk for assistance in transferring those FAPIIS contracts and users.

Focal Point List - APOC



CPARS - AGENCY POC

Main Menu

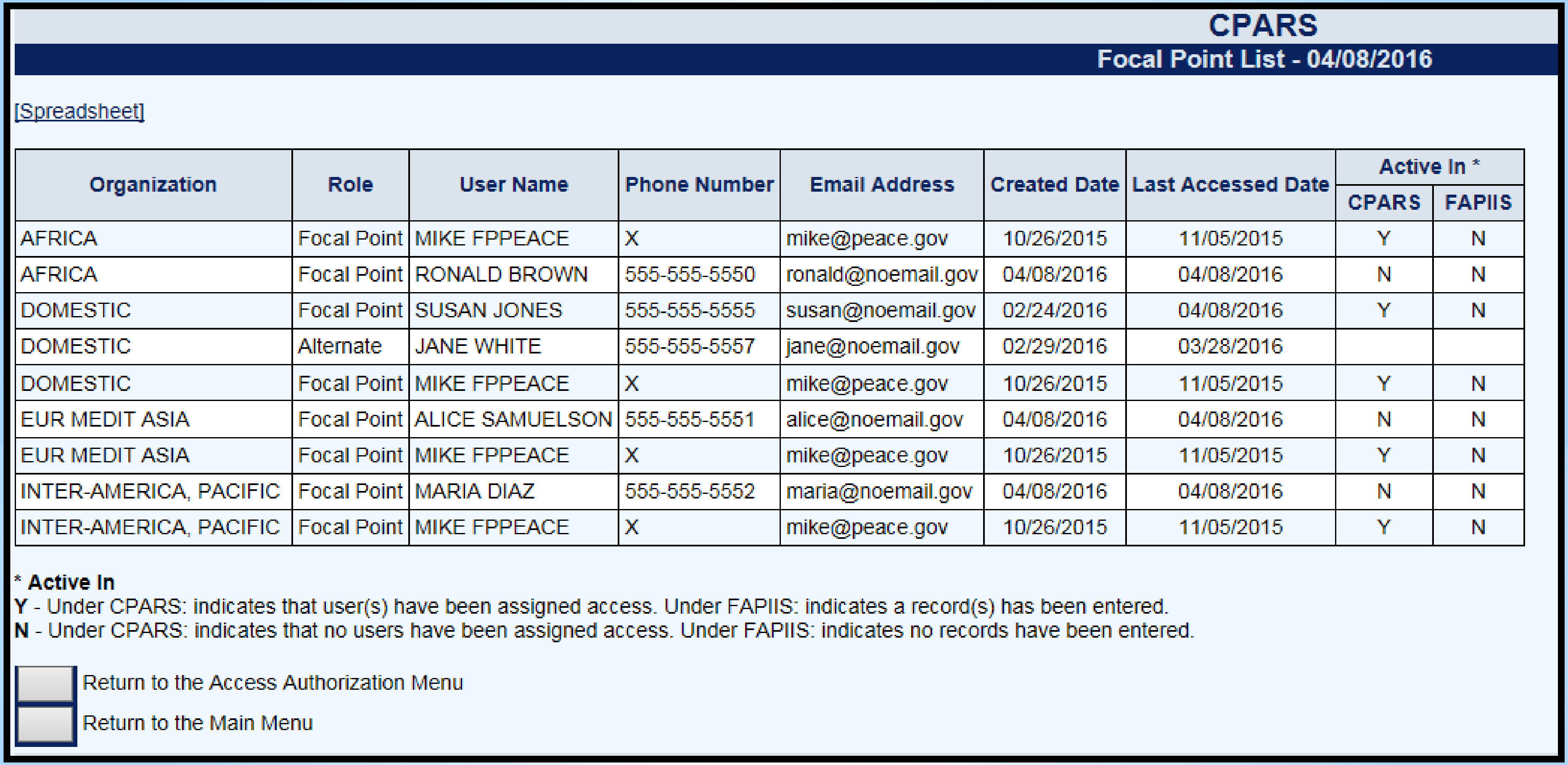
- To-Do List
- Auto Register Report
- Focal Point Access Authorization
- Status Report
- Dashboard
- Evaluation Metrics Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

CPARS

Focal Point Access Authorization Menu

- Pending Focal Point Requests
- Transfer Focal Point Access
- View Existing Focal Points
- Return to the Main Menu

Focal Point List - APOC



CPARS

Focal Point List - 04/08/2016

[Spreadsheet]

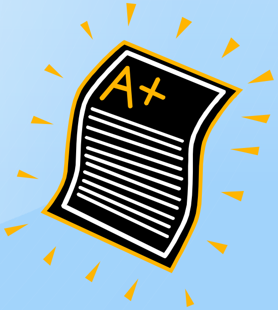
Organization	Role	User Name	Phone Number	Email Address	Created Date	Last Accessed Date	Active In *	
							CPARS	FAPIIS
AFRICA	Focal Point	MIKE FPPEACE	X	mike@peace.gov	10/26/2015	11/05/2015	Y	N
AFRICA	Focal Point	RONALD BROWN	555-555-5550	ronald@noemail.gov	04/08/2016	04/08/2016	N	N
DOMESTIC	Focal Point	SUSAN JONES	555-555-5555	susan@noemail.gov	02/24/2016	04/08/2016	Y	N
DOMESTIC	Alternate	JANE WHITE	555-555-5557	jane@noemail.gov	02/29/2016	03/28/2016		
DOMESTIC	Focal Point	MIKE FPPEACE	X	mike@peace.gov	10/26/2015	11/05/2015	Y	N
EUR MEDIT ASIA	Focal Point	ALICE SAMUELSON	555-555-5551	alice@noemail.gov	04/08/2016	04/08/2016	N	N
EUR MEDIT ASIA	Focal Point	MIKE FPPEACE	X	mike@peace.gov	10/26/2015	11/05/2015	Y	N
INTER-AMERICA, PACIFIC	Focal Point	MARIA DIAZ	555-555-5552	maria@noemail.gov	04/08/2016	04/08/2016	N	N
INTER-AMERICA, PACIFIC	Focal Point	MIKE FPPEACE	X	mike@peace.gov	10/26/2015	11/05/2015	Y	N

*** Active In**
Y - Under CPARS: indicates that user(s) have been assigned access. Under FAPIIS: indicates a record(s) has been entered.
N - Under CPARS: indicates that no users have been assigned access. Under FAPIIS: indicates no records have been entered.

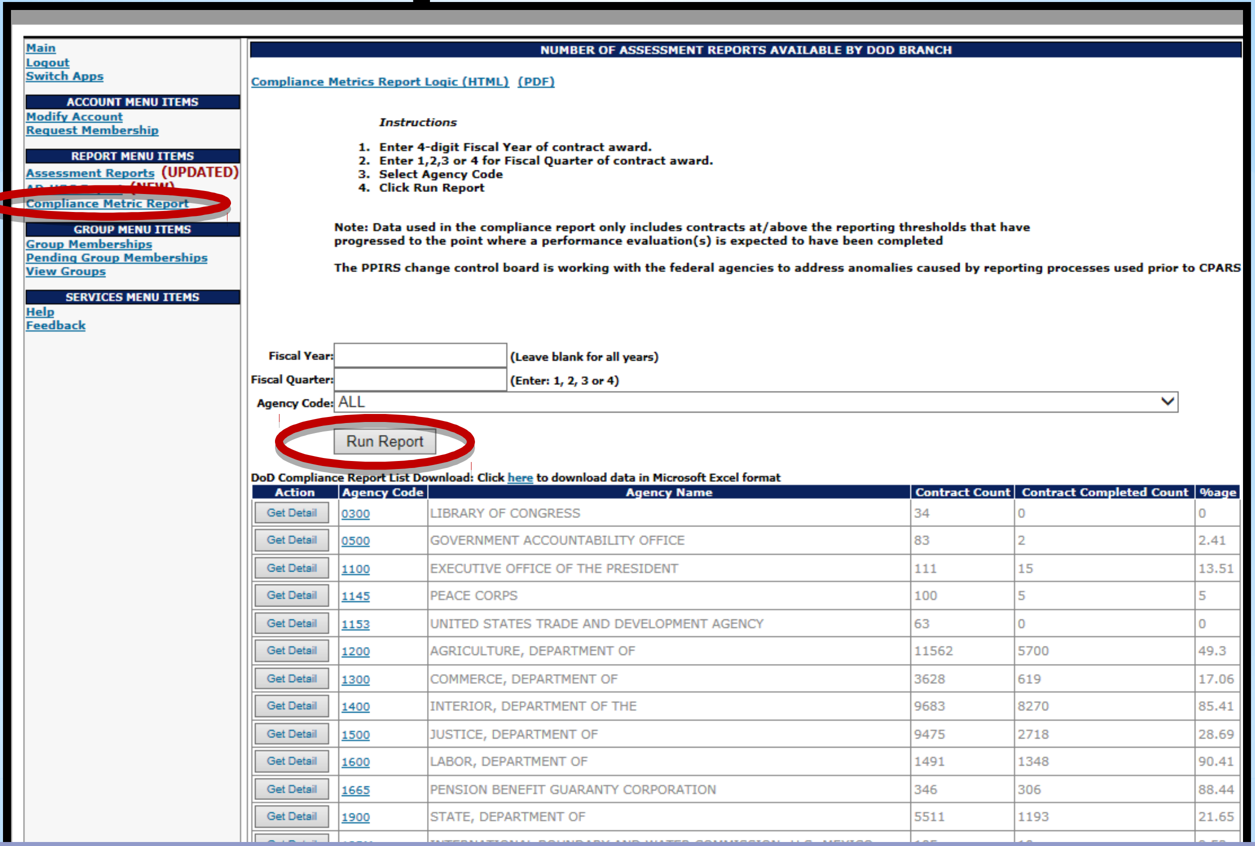
☐ Return to the Access Authorization Menu
☐ Return to the Main Menu

CPARS Summary

- ✓Facilitates Communication/Cooperation Between Government and Industry
- ✓Provides Past and Current Performance Information
  - Contains Ratings and Narrative by Government
  - Contains Narrative by Industry
- ✓Motivates Improved Performance
- ✓Used in Source Selection to Support Best Value Decisions
  - Information Retrieved from PPIRS



Compliance Metrics Report - PPIRS


Main
Logout
Switch Apps
ACCOUNT MENU ITEMS
Modify Account
Request Membership
REPORT MENU ITEMS
Assessment Reports (UPDATED)
Compliance Metric Report
GROUP MENU ITEMS
Group Memberships
Pending Group Memberships
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SERVICES MENU ITEMS
Help
Feedback

NUMBER OF ASSESSMENT REPORTS AVAILABLE BY DOD BRANCH

Compliance Metrics Report Logic (HTML) (PDF)

Instructions

1. Enter 4-digit Fiscal Year of contract award.
2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.
3. Select Agency Code
4. Click Run Report

Note: Data used in the compliance report only includes contracts at/above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

The PPIRS change control board is working with the federal agencies to address anomalies caused by reporting processes used prior to CPARS

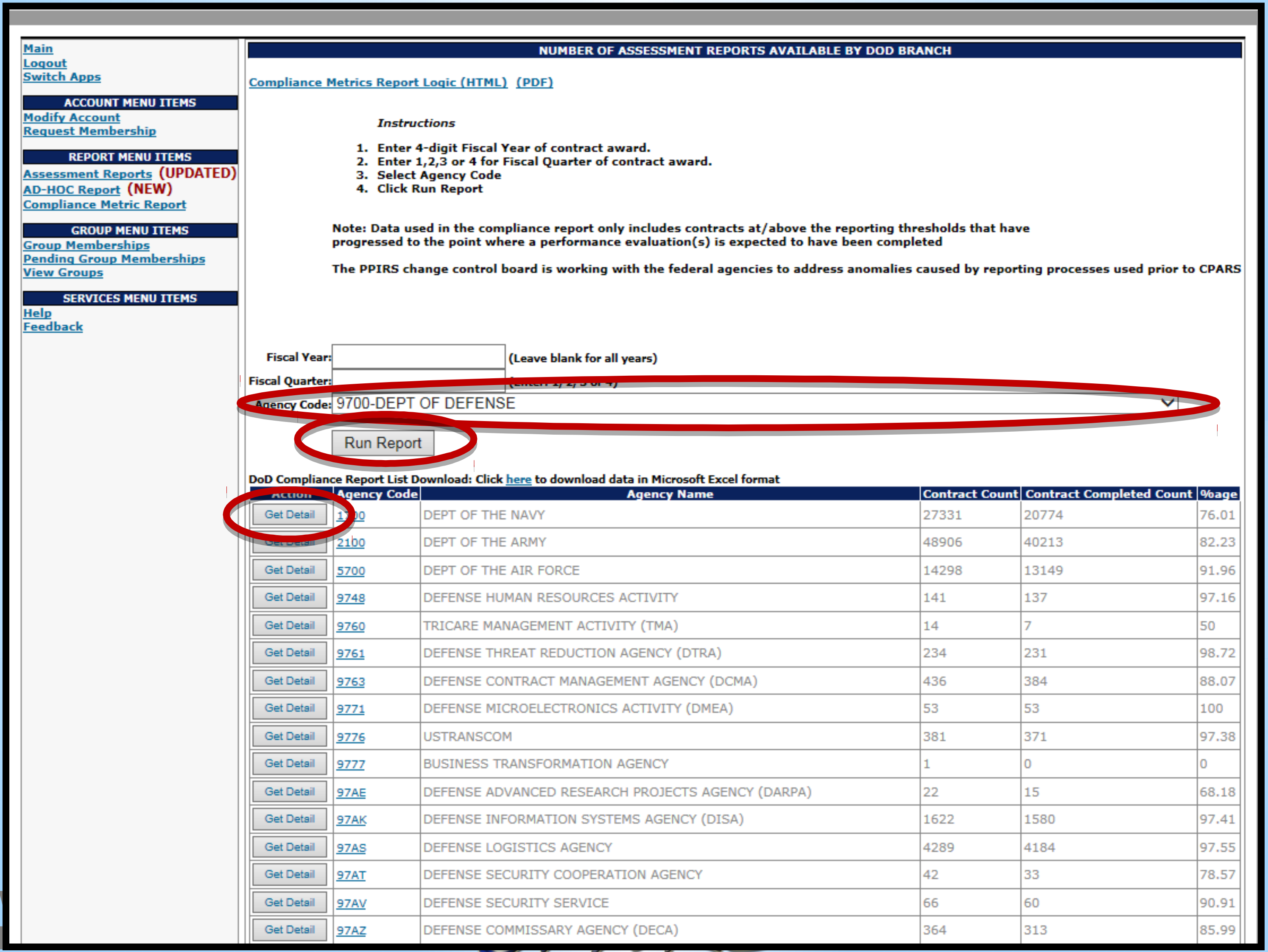
Fiscal Year: (Leave blank for all years)
Fiscal Quarter: (Enter: 1, 2, 3 or 4)
Agency Code: ALL

DoD Compliance Report List Download: Click here to download data in Microsoft Excel format

Action	Agency Code	Agency Name	Contract Count	Contract Completed Count	%age
Get Detail	0300	LIBRARY OF CONGRESS	34	0	0
Get Detail	0500	GOVERNMENT ACCOUNTABILITY OFFICE	83	2	2.41
Get Detail	1100	EXECUTIVE OFFICE OF THE PRESIDENT	111	15	13.51
Get Detail	1145	PEACE CORPS	100	5	5
Get Detail	1153	UNITED STATES TRADE AND DEVELOPMENT AGENCY	63	0	0
Get Detail	1200	AGRICULTURE, DEPARTMENT OF	11562	5700	49.3
Get Detail	1300	COMMERCE, DEPARTMENT OF	3628	619	17.06
Get Detail	1400	INTERIOR, DEPARTMENT OF THE	9683	8270	85.41
Get Detail	1500	JUSTICE, DEPARTMENT OF	9475	2718	28.69
Get Detail	1600	LABOR, DEPARTMENT OF	1491	1348	90.41
Get Detail	1665	PENSION BENEFIT GUARANTY CORPORATION	346	306	88.44
Get Detail	1900	STATE, DEPARTMENT OF	5511	1193	21.65

- PPIRS Group Owner/Manager Can Run and Grant Access to Compliance Reports in PPIRS
- Displays Number of Contracts Requiring Evaluations & Number Evaluations Completed
- Can Be Run by Division/Agency Code

Compliance Metric Report - PPIRS



Main
Logout
Switch Apps

ACCOUNT MENU ITEMS
Modify Account
Request Membership

REPORT MENU ITEMS
Assessment Reports (UPDATED)
AD-HOC Report (NEW)
Compliance Metric Report

GROUP MENU ITEMS
Group Memberships
Pending Group Memberships
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SERVICES MENU ITEMS
Help
Feedback

NUMBER OF ASSESSMENT REPORTS AVAILABLE BY DOD BRANCH

Compliance Metrics Report Logic (HTML) (PDF)

Instructions

1. Enter 4-digit Fiscal Year of contract award.
2. Enter 1,2,3 or 4 for Fiscal Quarter of contract award.
3. Select Agency Code
4. Click Run Report

Note: Data used in the compliance report only includes contracts at/above the reporting thresholds that have progressed to the point where a performance evaluation(s) is expected to have been completed

The PPIRS change control board is working with the federal agencies to address anomalies caused by reporting processes used prior to CPARS

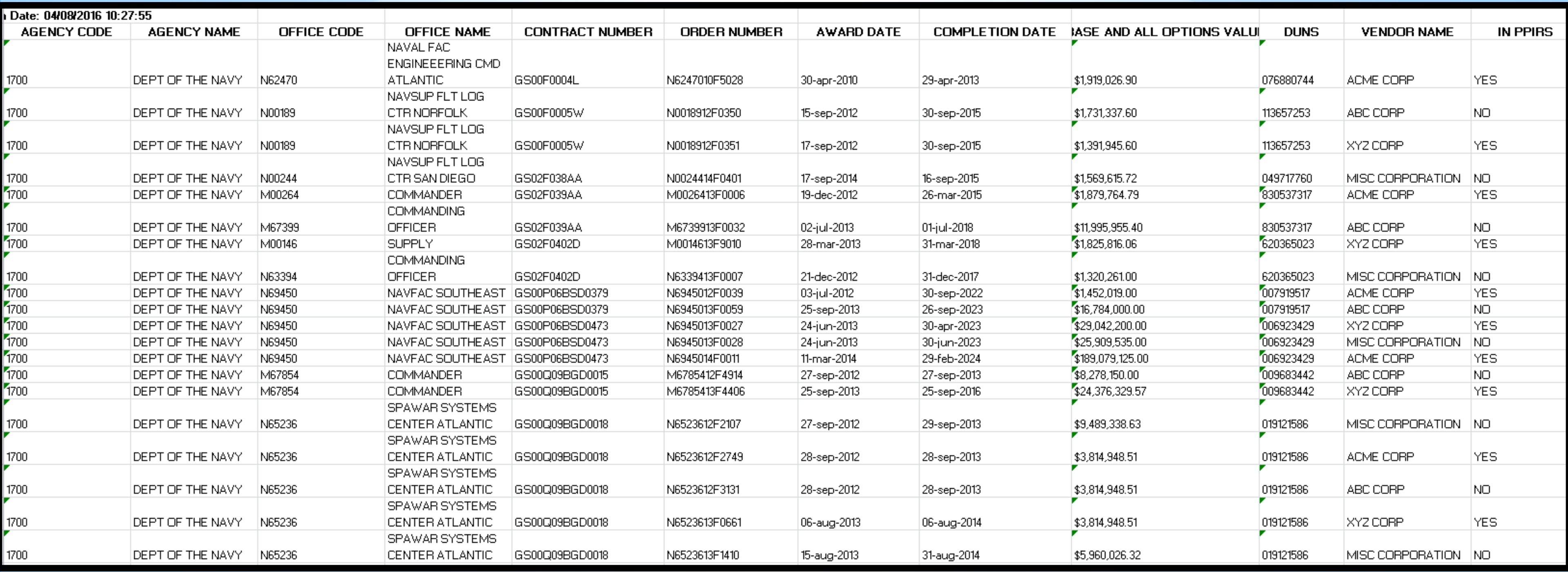
Fiscal Year: (Leave blank for all years)
Fiscal Quarter: (Enter 1, 2, 3 or 4)
Agency Code: 9700-DEPT OF DEFENSE

Run Report

DoD Compliance Report List Download: Click here to download data in Microsoft Excel format

Action	Agency Code	Agency Name	Contract Count	Contract Completed Count	%age
Get Detail	1700	DEPT OF THE NAVY	27331	20774	76.01
Get Detail	2100	DEPT OF THE ARMY	48906	40213	82.23
Get Detail	5700	DEPT OF THE AIR FORCE	14298	13149	91.96
Get Detail	9748	DEFENSE HUMAN RESOURCES ACTIVITY	141	137	97.16
Get Detail	9760	TRICARE MANAGEMENT ACTIVITY (TMA)	14	7	50
Get Detail	9761	DEFENSE THREAT REDUCTION AGENCY (DTRA)	234	231	98.72
Get Detail	9763	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	436	384	88.07
Get Detail	9771	DEFENSE MICROELECTRONICS ACTIVITY (DMEA)	53	53	100
Get Detail	9776	USTRANSCOM	381	371	97.38
Get Detail	9777	BUSINESS TRANSFORMATION AGENCY	1	0	0
Get Detail	97AE	DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)	22	15	68.18
Get Detail	97AK	DEFENSE INFORMATION SYSTEMS AGENCY (DISA)	1622	1580	97.41
Get Detail	97AS	DEFENSE LOGISTICS AGENCY	4289	4184	97.55
Get Detail	97AT	DEFENSE SECURITY COOPERATION AGENCY	42	33	78.57
Get Detail	97AV	DEFENSE SECURITY SERVICE	66	60	90.91
Get Detail	97AZ	DEFENSE COMMISSARY AGENCY (DECA)	364	313	85.99

Compliance Metric Report – Detail View



Date: 04/08/2016 10:27:55

AGENCY CODE	AGENCY NAME	OFFICE CODE	OFFICE NAME	CONTRACT NUMBER	ORDER NUMBER	AWARD DATE	COMPLETION DATE	ASE AND ALL OPTIONS VALU	DUNS	VENDOR NAME	IN PPIRS
1700	DEPT OF THE NAVY	N62470	NAVAL FAC ENGINEEERING CMD ATLANTIC	GS00F0004L	N6247010F5028	30-apr-2010	29-apr-2013	$1,919,026.90	076880744	ACME CORP	YES
1700	DEPT OF THE NAVY	N00189	NAVSUP FLT LOG CTR NORFOLK	GS00F0005W	N0018912F0350	15-sep-2012	30-sep-2015	$1,731,337.60	113657253	ABC CORP	NO
1700	DEPT OF THE NAVY	N00189	NAVSUP FLT LOG CTR NORFOLK	GS00F0005W	N0018912F0351	17-sep-2012	30-sep-2015	$1,391,945.60	113657253	XYZ CORP	YES
1700	DEPT OF THE NAVY	N00244	NAVSUP FLT LOG CTR SAN DIEGO	GS02F038AA	N0024414F0401	17-sep-2014	16-sep-2015	$1,569,615.72	049717760	MISC CORPORATION	NO
1700	DEPT OF THE NAVY	M00264	COMMANDER	GS02F039AA	M0026413F0006	19-dec-2012	26-mar-2015	$1,879,764.79	830537317	ACME CORP	YES
1700	DEPT OF THE NAVY	M67399	COMMANDING OFFICER	GS02F039AA	M6739913F0032	02-jul-2013	01-jul-2018	$11,995,955.40	830537317	ABC CORP	NO
1700	DEPT OF THE NAVY	M00146	SUPPLY	GS02F0402D	M0014613F9010	28-mar-2013	31-mar-2018	$1,825,816.06	620365023	XYZ CORP	YES
1700	DEPT OF THE NAVY	N63394	COMMANDING OFFICER	GS02F0402D	N6339413F0007	21-dec-2012	31-dec-2017	$1,320,261.00	620365023	MISC CORPORATION	NO
1700	DEPT OF THE NAVY	N69450	NAVFAC SOUTHEAST	GS00P06BSD0379	N6945012F0039	03-jul-2012	30-sep-2022	$1,452,019.00	007919517	ACME CORP	YES
1700	DEPT OF THE NAVY	N69450	NAVFAC SOUTHEAST	GS00P06BSD0379	N6945013F0059	25-sep-2013	26-sep-2023	$16,784,000.00	007919517	ABC CORP	NO
1700	DEPT OF THE NAVY	N69450	NAVFAC SOUTHEAST	GS00P06BSD0473	N6945013F0027	24-jun-2013	30-apr-2023	$29,042,200.00	006923429	XYZ CORP	YES
1700	DEPT OF THE NAVY	N69450	NAVFAC SOUTHEAST	GS00P06BSD0473	N6945013F0028	24-jun-2013	30-jun-2023	$25,909,535.00	006923429	MISC CORPORATION	NO
1700	DEPT OF THE NAVY	N69450	NAVFAC SOUTHEAST	GS00P06BSD0473	N6945014F0011	11-mar-2014	29-feb-2024	$189,079,125.00	006923429	ACME CORP	YES
1700	DEPT OF THE NAVY	M67854	COMMANDER	GS00Q09BGD0015	M6785412F4914	27-sep-2012	27-sep-2013	$8,278,150.00	009683442	ABC CORP	NO
1700	DEPT OF THE NAVY	M67854	COMMANDER	GS00Q09BGD0015	M6785413F4406	25-sep-2013	25-sep-2016	$24,376,329.57	009683442	XYZ CORP	YES
1700	DEPT OF THE NAVY	N65236	SPAWAR SYSTEMS CENTER ATLANTIC	GS00Q09BGD0018	N6523612F2107	27-sep-2012	29-sep-2013	$9,489,338.63	019121586	MISC CORPORATION	NO
1700	DEPT OF THE NAVY	N65236	SPAWAR SYSTEMS CENTER ATLANTIC	GS00Q09BGD0018	N6523612F2749	28-sep-2012	28-sep-2013	$3,814,948.51	019121586	ACME CORP	YES
1700	DEPT OF THE NAVY	N65236	SPAWAR SYSTEMS CENTER ATLANTIC	GS00Q09BGD0018	N6523612F3131	28-sep-2012	28-sep-2013	$3,814,948.51	019121586	ABC CORP	NO
1700	DEPT OF THE NAVY	N65236	SPAWAR SYSTEMS CENTER ATLANTIC	GS00Q09BGD0018	N6523613F0661	06-aug-2013	06-aug-2014	$3,814,948.51	019121586	XYZ CORP	YES
1700	DEPT OF THE NAVY	N65236	SPAWAR SYSTEMS CENTER ATLANTIC	GS00Q09BGD0018	N6523613F1410	15-aug-2013	31-aug-2014	$5,960,026.32	019121586	MISC CORPORATION	NO

Next Steps

- ✓ Evaluate All Eligible Contracts and Orders
- ✓ Complete Evaluations in a Timely Manner
- ✓ Improve Detail and Quality of Narratives
  - Ratings Must be Credible and Justified

Customer Support & Website

- ✓Customer Support Desk
  - Monday – Friday: 6:30 am – 6:00 pm ET
  - Commercial: 207-438-1690
  - Email: webptsmh@navy.mil
- ✓CPARS Website: https://www.cpars.gov
  - System Logon
  - Guidance for CPARS Document
  - User Manual
  - Training Information
  - Quality Checklist
  - FAQs

CPARS
Contractor Performance Assessment Reporting System
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RELATED LINKS
SYSTEM REQUIREMENTS
TRAINING

THANK YOU!